



FIGURE 1

ISM Job Seeker Home Page - Netscape

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

(Logout) (Find Local Office) (Help)
(Preview Registration)
(Cancel) (Save Match Me to Jobs) (Save Don't Match Me to Jobs)

General Info Work Profile Work History Education Skills Profile

Please fill in all required fields denoted by either an asterisk (*) or a puzzle (?).

Current Status: New

Contact Information

* Last Name: Smith
* First Name: Sue
Email:
* Address1: 1234 Main
Address2:
* City: Chicago
* State: Illinois
* County: Cook
Home Phone: 773-1234567
Work Phone:
Fax Number:
* ZIP Code: 60613
* Country: USA
Work Extension:
Middle Initial:
Current Status: New

* May Employers contact you directly? ☐ Yes ☐ No (Choose "Yes" to show them your contact information)

Confidential Information

* Mother's Maiden Name: Main
* SSN:
* Password:
* Confirm Password: (Password must be 5 to 15 characters long)

Other Information

What is the highest level of Education you have completed? High School Diploma or GED
* Can you legally work in the United States? ☐ Yes ☐ No
* Are you willing to work for temporary agencies? ☐ Yes ☐ No

Veteran Information

If you are a Veteran or the spouse of a Veteran, click here to enter your Veteran Information

Document Date
ISM Skills Match Home
Contact Panel
ISM Job Seeker Home
11:47 AM

FIGURE 2

Attorney Docket No.: 5246 P 003
Inventors: Seiler et al.
Title: Method and System for Information
Communication Between Potential Positionees and
Positioners
Mailed: July 31, 2001 3 of 60 sheets

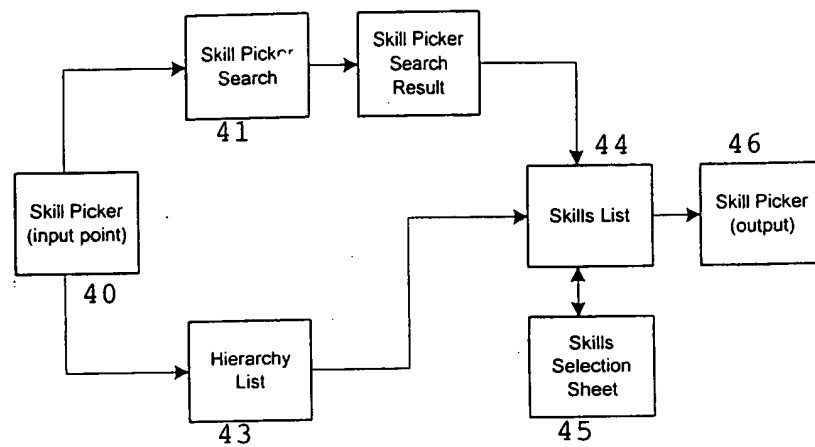


FIGURE 3

Attorney Docket No.: 5246 P 003
 Inventors: Seiler et al.
 Title: Method and System for Information
 Communication Between Potential Positionees and
 Positioners
 Mailed: July 31, 2001 4 of 60 sheets

Employer Contact Request for Registration - Netscape

Incomplete registrations cannot be processed. Required fields are marked with an asterisk ().*

Please fill out your Company Information

* Company Name:
 FEIN:
 UI Acct Number:
 Company Type: Private Sector

Please fill out your Contact Information

Salutation:
 * First Name: MI: * Last Name:
 Suffix:
 * Email: (You must have an Email address to use the system. Email accounts are generally available for free on the Internet. Employers without Email accounts must contact their Local IETC Office.)
 * Address 1:
 Address 2:
 * City:
 * State: Illinois
 * County:
 * Phone:
 Fax:
 Department:
 Job Title:
 * Password: (Password must be 5 to 15 characters long.)
 * Confirm: (Please re-type your password exactly as you entered it above.)

Submit

Document Done:
 Novel-delivered Application: Illinois Skills Match Home...
 Employer Contact Re...

11:10 AM

FIGURE 4

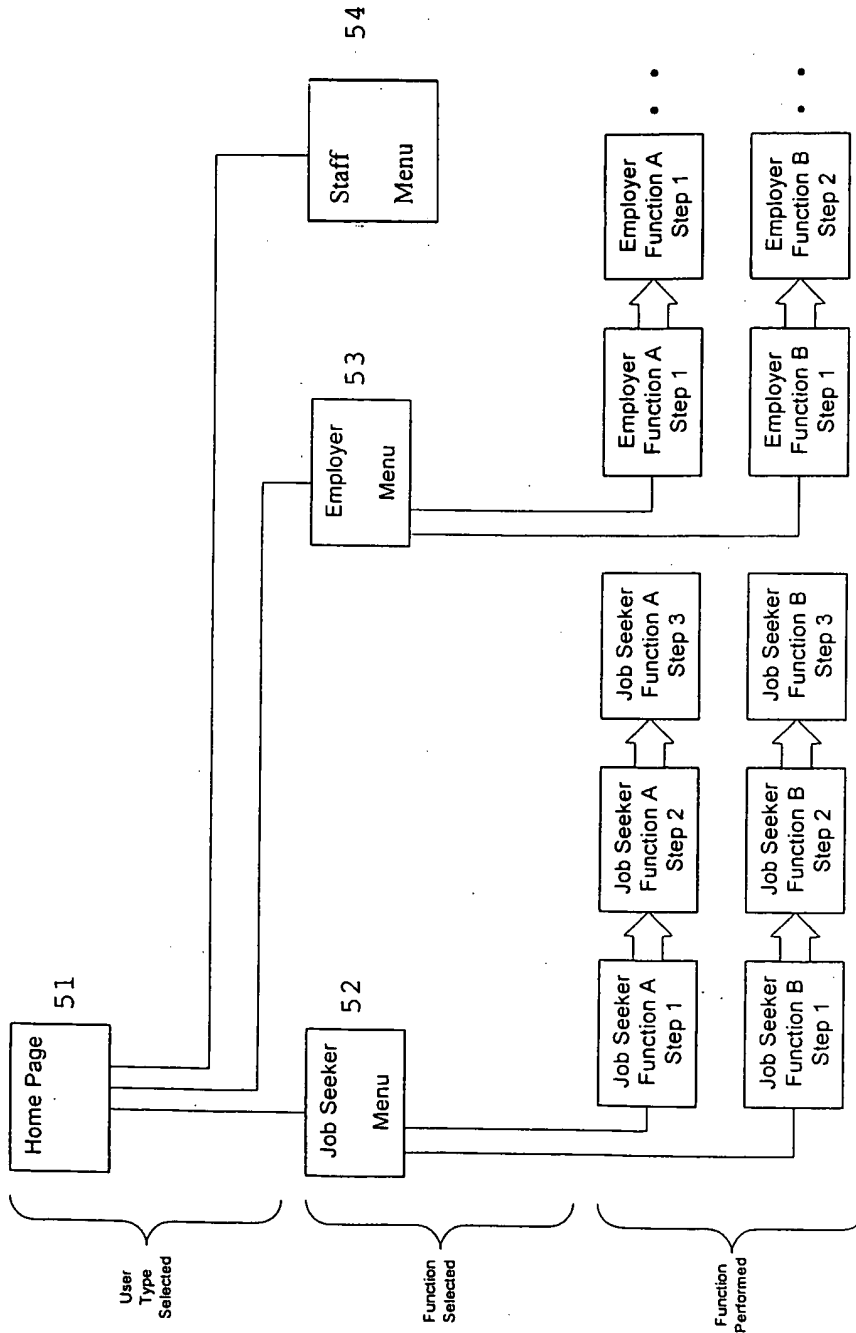


FIGURE 5

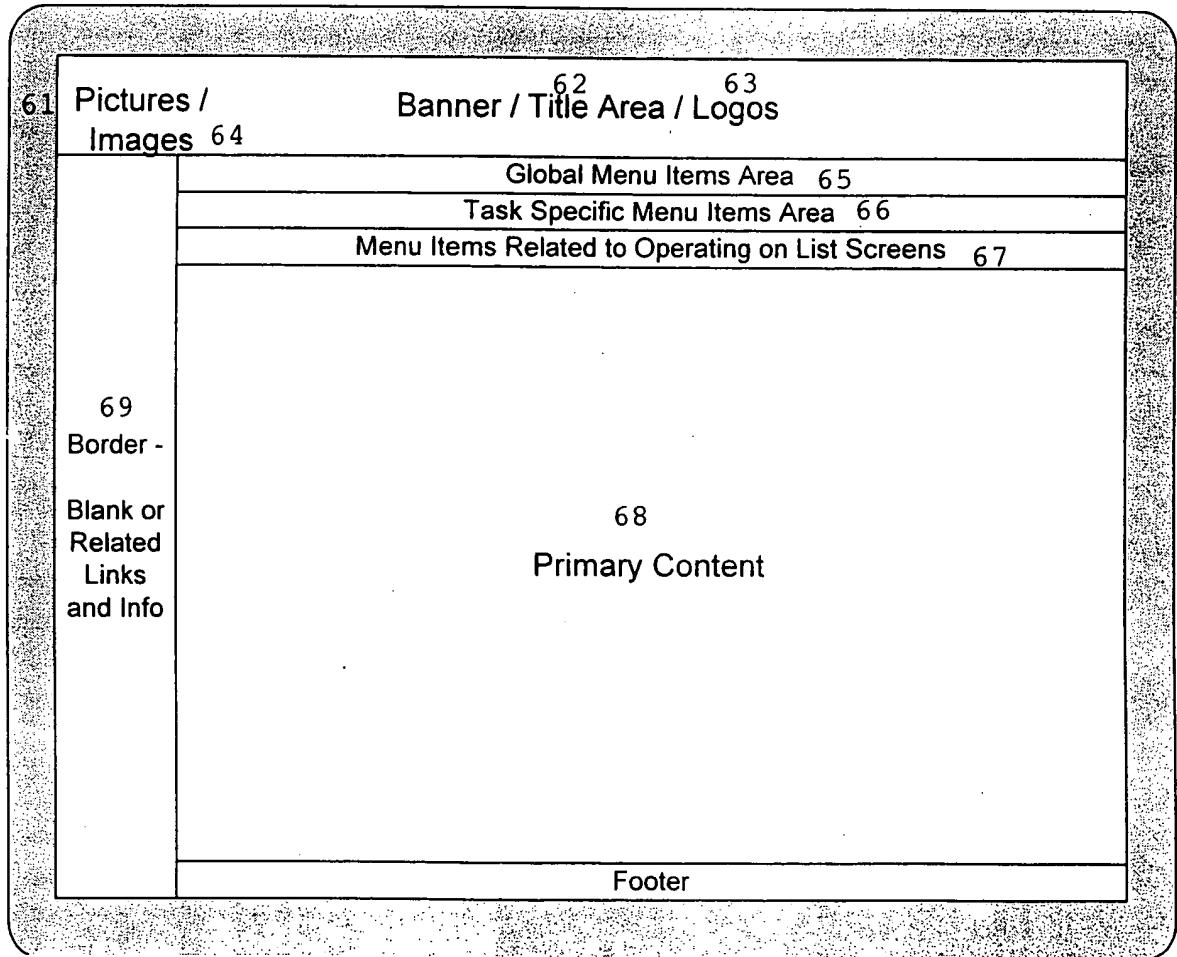


FIGURE 6

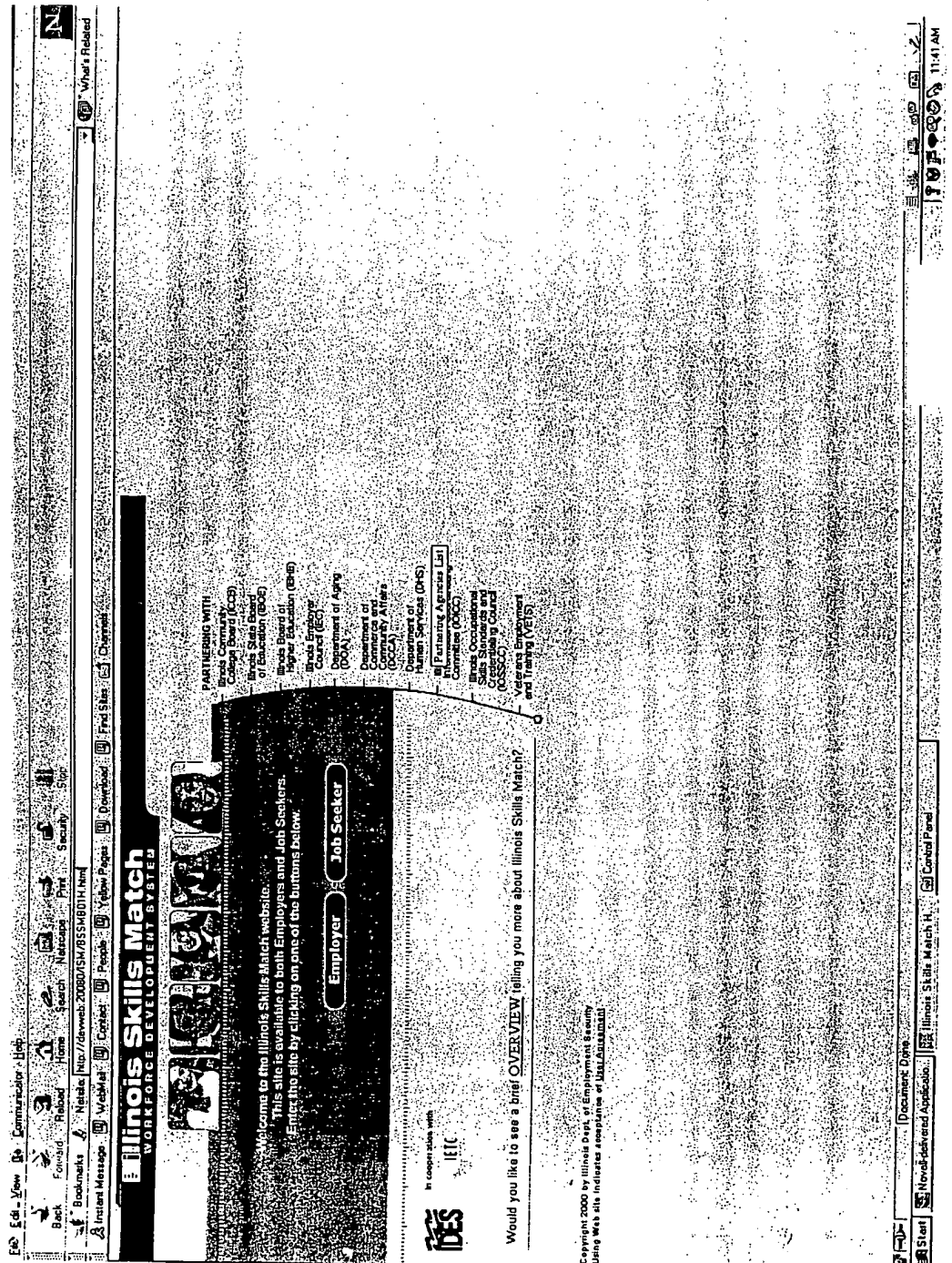


FIGURE 7

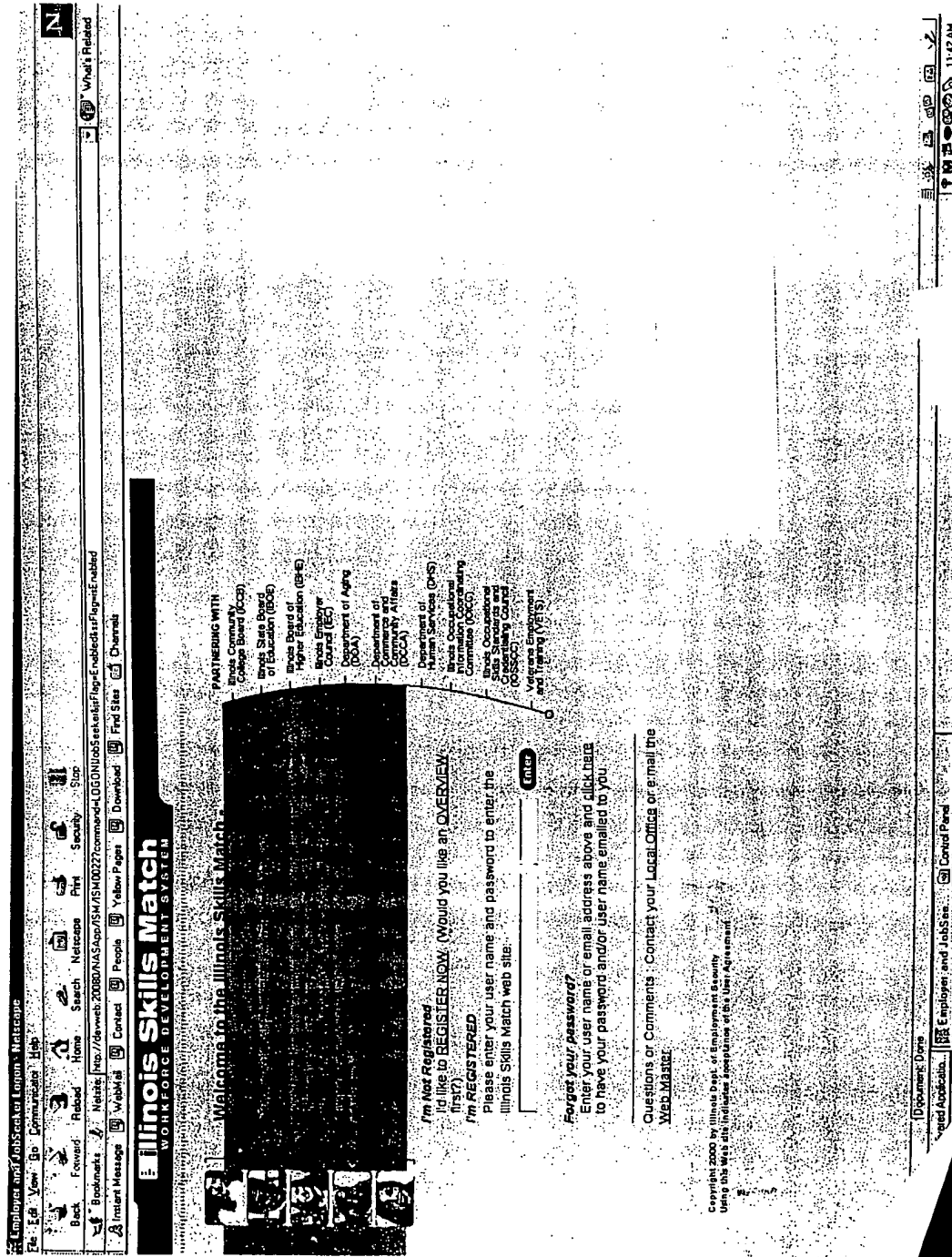


FIGURE 8

099 9594 051602

Employer and JobSeeker Login - Netscape
 File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Stop

Bookmarks: Netsite: http://devweb.20080D/NASApp/ISM/IS400222Command-LOGONEmployerFlag-enabled&Flag-enabled
 Instant Message WebMail Contact People Yellow Pages Download Find Sites Characters What's Related

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

EMPLOYERS, you are welcome
 Register your company information and list job openings. Our
 Skills Match system will search our database for the best match
 between your job requirements and the skills of individuals in our
 database. You will receive a list of potential candidates for your
 job openings.

Partnership with:
 Illinois Community College Board (ICCB)
 Illinois State Board of Education (ISBE)
 Illinois Board of Higher Education (IBHE)
 Illinois Employer Council (IEC)
 Department of Aging (DOA)
 Department of Commerce and Community Affairs (DCCA)
 Department of Human Services (DHS)
 Illinois Occupational Information Coordinating Committee (IOICC)
 Illinois Occupational Skills Standards and Credentialing Council (IOSSCC)
 Veterans Employment and Training (VETS)

I'm Not Registered
 I'd like to **REGISTER NOW** (Would you like an **OVERVIEW** first?)

I'm REGISTERED
 Please enter your user name and password to enter the
 Illinois Skills Match web site.

Enter

Forget your password?
 Enter your user name or email address above and click here
 to have your password and/or user name emailed to you.

Questions or Comments: Contact your Local Office or e-mail the
 Web Master.

Document Done
 Start Novel-delivered Application Employer and JobSeeker

11:09 AM

FIGURE 9

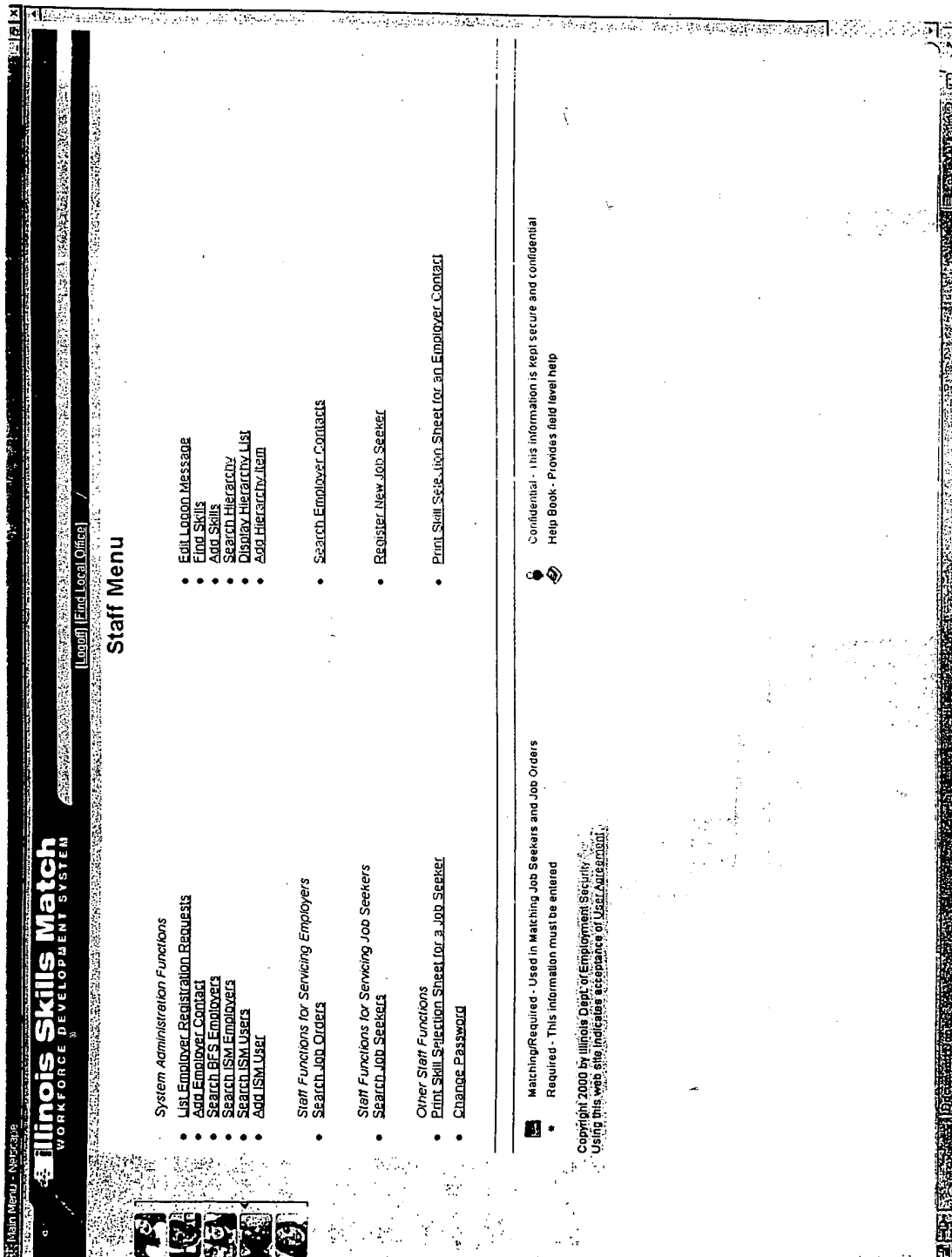


FIGURE 10

Illinois Skills Match
WORKFORCE DEVELOPMENT SYSTEM

Search Job Seekers

Please enter your search criteria in one or more of the search fields. Then click on the Search button above. The resulting Job Seeker List matching your search criteria will then be displayed. All fields that have a (*) next to them allow multiple entries separated by a comma (e.g. 13, 14, 15).

SSN# (Ex: 111-11-1111)

Last Name:

Gender:

City:

State:

Phone: (Ex: (312)555-5555)

Last Updated By:

Case Manager:

Vet Status:

Office:

Partner:

Special Program:

Has not received: since (Ex: 12/31/1999)

Registration Range: to (Ex: 12/31/1999)

Age Range: to

First Name:

+User Names:

+Country Code:

+Zip Code:

Status:

Created By:

+SOC Code:

Region:

Central
Metro North
Metro South
Northern
Northwest
Southern

Return To Top

[Search]

Matching/Required - Used in Matching Job Seekers and Job Orders
* Required - This information must be entered

Confidential - This information is kept secure and confidential
Help Book - Provides field level help

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FIGURE 11

Attorney Docket No.: 5246 P 003
Inventors: Seiler et al.
Title: Method and System for Information
Communication Between Potential Positionees and
Positioners
Mailed: July 31, 2001 12 of 60 sheets

Illinois Skills Match
WORKFORCE DEVELOPMENT SYSTEM

[Logoff](#) | [Home](#) | [Find Local Office](#) | [Help](#)

[Recruiting Action List](#) | [Job Order List](#) | [Return to Job Order](#) | [Refresh View Page](#) | [Select All](#) | [Refr Selected Candidates](#) |

Qualified Candidate List

Page 1 of 4

98 qualified candidates found

Id	Nice Skills	Date Viewed	Date Matched	Rank
156378	0	07/06/2000	06/15/2000	3
12307	0	06/16/2000	06/15/2000	4
164052	0	06/16/2000	06/15/2000	4
4106	0	06/16/2000	06/15/2000	
98187	0	06/16/2000	06/15/2000	
121199	0	06/16/2000	06/15/2000	
82116	0		06/15/2000	
118549	0		06/15/2000	
14285	0		06/15/2000	
95622	0		06/15/2000	
92644	0		06/15/2000	
114861	0		06/15/2000	
118552	0		06/15/2000	
101135	0		06/15/2000	
162069	0		06/15/2000	
35725	0		06/15/2000	
138349	0		06/15/2000	
40245	0		06/15/2000	
3286	0		06/15/2000	
132325	0		06/15/2000	
96567	0		06/14/2000	
164146	0		06/15/2000	
74084	0		06/14/2000	
101101	0		06/15/2000	
14178	0	07/06/2000	06/15/2000	

[\[Refresh\]](#) [\[Next Page\]](#) [\[Select ALL\]](#) [\[Refer Selected Candidates\]](#)

Confidential - This information is kept secure and confidential
Help Book - Provides field level help

Matching/Required - Used in Matching Job Seekers and Job Orders Required - This information must be entered

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11:36 AM

Control Period

Document: Done	Staff Home - NetScape
----------------	-----------------------

FIGURE 12

Attorney Docket No.: 5246 P 003
 Inventors: Seiler et al.
 Title: Method and System for Information
 Communication Between Potential Positionees and
 Positioners
 Mailed: July 31, 2001 13 of 60 sheets

View/Process Qualified Candidate - Netscape

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

(Login) (Home) (Find Local Office) (Help)
 (Return To Qualified Candidate List)
 (Previous Candidate) (Next Candidate)

Update Successful

Job Seeker ID: 116549 Job Order ID: 3000208

Contact Information

Name: Stephanie Daniels
 Address: 1807 W North Ave
 City, State, ZIP: Chicago, IL 60622
 County: COOK
 Telephone: (773) 722-0377
 EMAIL:

Skills

Auditors Inspect cash on hand notes receivable and payable negotiable securities and canceled checks:	Less than 1 year
Bakers Read and follow recipes:	More than 5 years
Bartenders Check identification: Draw draft beer or ale: Mix alcoholic or non-alcoholic drinks: Order liquors: Take food or beverage orders:	More than 5 years More than 5 years More than 5 years 1 - 3 years Less than 1 year
Cooks, Short Order Serve meals, snacks, desserts, or beverages:	1 - 3 years
Flight Attendants Greet or assist visitors, guests, or customers:	1 - 3 years
Food Service Managers Purchase, order or requisition materials, supplies or equipment:	Less than 1 year
Helpers-Production Workers Count items:	Less than 1 year
Private Detectives and Investigators Count money in cash drawer:	Less than 1 year
Standard Work Skills Class of driver license - any single vehicle up to and including 16,000 nwt or extnd l or m:	Yes

Document Data

Start | View/Process Qualified Candidate | Contact Panel

11:38 AM

FIGURE 13

FIGURE 14

FIGURE 15

FIGURE 15

Can you legally work in the United States? ☒ Yes ☐ No

Are you willing to work for temporary agencies? ☒ Yes ☐ No

Veteran Information

If you are a Veteran or the spouse of a Veteran, click here to enter your Veteran Information

Other Confidential Information

NOTE: This Information is used for Internal Statistical Reporting and User Identification purposes ONLY and WILL NOT be viewed by an Employer.

☐ In School? ☐ Yes ☐ No

Is In School? ☐ Yes ☒ No

8 Employed? ☒ Yes ☐ No

● **Employer?** Yes ☐ No ☒

Do you have a disability as defined in section 504 of the 1973 Rehabilitation Act or the Americans with Disabilities Act of 1990? C Yes G No

Continue

[Return to Top](#)

Matching/Required - Used in Matching Job Seekers and Job Orders

Required - This information must be entered

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Confidential - This information is kept secure and confidential

Help Book - Provides field level help

FIGURE 16

Illinois Skills Match
WORKFORCE DEVELOPMENT SYSTEM

General Info Work Pref Work History Education Skills Profile

(Logout) (Find Local Office) (Help)
(Preview Registration)

(Cancel) (Save Match Me to Jobs) (Save Don't Match Me to Jobs)

Please fill in all required fields denoted by either an asterisk (*) or a puzzle (?).

Transportation Information

I am willing to travel within [31-40] miles of the [60613] zip code.

Work Information (check all boxes that apply)

- ☒ What kind of work are you seeking? ☒ On-Going
- ☒ What type of work are you seeking? ☒ Full Time
- ☒ What shifts are you available to work? ☒ Days
- ☐ Rotating
- ☐ Temporary
- ☐ Part Time
- ☐ Evenings
- ☐ Split
- ☐ Nights

Do not match me to jobs that pay less than: _____ Per Hour

[Continue](#) [Return To Top](#)

☒ Matching Required - Used in Matching Job Seekers and Job Orders
☐ Required - This information must be entered

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Help Book - Provides field level help

Start | Novel delivered Applications | Illinois Skills Match Home ... | Control Panel | ISM Job Seeker Home

Document Date | 11:50 AM

FIGURE 17

Attorney Docket No.: 5246 P 003
Inventors: Seiler et al.
Title: Method and System for Information
Communication Between Potential Positionees and
Positioners
Mailed: July 31, 2001 18 of 60 sheets

ISM Job Seeker Home Page - Netscape

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

Home

Local Office

Help

Registration

Match Me to Jobs

Save Don't Match Me to Jobs

General Info

Work History

Education

Skills Profile

Work History

Please enter most recent first

Please fill in all required fields denoted by either an asterisk (*) or a puzzle ().

Employer:

Job Title:

From Date:

To Date:

City:

State:

Country:

Insert

Delete

Insert blank Work History Entry Section

☐ Suppress Employer's Name

Employer:

Job Title:

From Date:

To Date:

City:

State:

Country:

Insert

Delete

Employer:

Job Title:

From Date:

To Date:

City:

State:

Country:

Insert

Delete

Start

Novel-derived Application

Document Done

ISM Job Seeker Home

Control Panel

ISM Skills Match Home

11:50 AM

FIGURE 18

Attorney Docket No.: 5246 P 003
Inventors: Seiler et al.
Title: Method and System for Information
Communication Between Potential Positionees and
Positioners
Mailed: July 31, 2001 19 of 60 sheets

ISM Job Seeker Home Page - Netscape

Illinois Skills Match
WORKFORCE DEVELOPMENT SYSTEM

Logout | Find Local Office | Help
[Preview Registration]
[Cancel] | [Save Match Me to Jobs] | [Save Don't Match Me to Jobs]

General Info | Work History | Education | Skills Profile

Education
(Please enter most recent first)

Please fill in all required fields denoted by either an asterisk (*) or a puzzle (?).

Insert Delete

School: _____
Number of Years Attended: _____
Degree: _____
Major: _____
Minor: _____
City: _____
State: _____

Insert Delete

School: _____
Number of Years Attended: _____
Degree: _____
Major: _____
Minor: _____
City: _____
State: _____

Insert Delete

School: _____
Number of Years Attended: _____
Degree: _____
Major: _____
Minor: _____

Document Done
New/defined Applicants

ISM Job Skills Match Home ... | ISM Job Skills Match Home ... | 11:51 AM

FIGURE 19

List Hierarchy and Skills - Netscape

Illinois Skills Match
WORKFORCE DEVELOPMENT SYSTEM

(Find Local Office) | Help

(Top Level) | Up One Level | Search Skills | Skills Profile

Office and Administrative Support Occupations

Office and Administrative Support Occupations

If you would like to look at a more detailed breakdown for this skill tree group, click on the hyperlinks provided at the bottom of the page to see more detailed groups.

• Adjusters, Investigators, and Collectors

• Communications Equipment Operators

• Financial Clerks

• Information and Record Clerks

• Keyward Entry Workers

• Material Recording, Scheduling, Dispatching, and Distributing Workers

• Other Office and Administrative Support Workers

• Secretaries and Administrative Assistants

• Supervisors, Office and Administrative Support Workers

Go To Top

Matching Required - Used In Matching Job Seekers and Job Orders

Required - This information must be entered

Confidential - This information is kept secure and confidential

Help Book - Provides field level help

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Previous Release from SAVE LINK - 4/16/01

Save Link Status Match Home

Print Hierarchy and Skill List

Control Panel

11:59 AM

11:59 AM

FIGURE 20

Illinois Skills Match
WORKFORCE DEVELOPMENT SYSTEM

[\[End Local Office\] \[Help\]](#)
[\[Top Level\] \[Use One Level\] \[Search Skills\] \[Skills Profile\] \[Print\]](#)

Administrative Assistants

Provide administrative support aiding executive in staff capacity by coordinating office services such as personnel, budget preparation, record control etc.

Office and Administrative Support Occupations >> Secretaries and Administrative Assistants >> Administrative Assistants

Please select the appropriate experience level for each skill below. If a skill does not apply, leave the value as 'None'. You may also use the 'Set Skills' button to set every skill on the page to the value shown.

Years of Experience

Set All Skills To A Specific Level: None

Select Appropriate Skill Levels

None

Less than 1 year

1 - 3 years

3 - 5 years

More than 5 years

Set Skills

Advise or direct budget preparation	C	C	C	C	C
Analyze or resolve operational problems	C	C	C	C	C
Assign or prepare work schedules, duties, tasks, or responsibilities	C	C	C	C	C
Compile or maintain records	C	C	C	C	C
Explain basic office procedures and equipment	C	C	C	C	C
Maintain a filing system	C	C	C	C	C
Plan and coordinate conferences or events	C	C	C	C	C
Read and answer correspondence	C	C	C	C	C
Recommend measures to improve efficiency	C	C	C	C	C
Supervise or coordinate personnel	C	C	C	C	C
Use AS-400	C	C	C	C	C
Use database software	C	C	C	C	C
Use Excel software	C	C	C	C	C
Use Lotus 123 software	C	C	C	C	C
Use Microsoft Access	C	C	C	C	C
Use Microsoft Office software	C	C	C	C	C
Use OS/2	C	C	C	C	C
Use Paradox software	C	C	C	C	C
Use Quark software	C	C	C	C	C
Use Quattro Pro software	C	C	C	C	C
Use Quicken software	C	C	C	C	C
Use spreadsheet PC software	C	C	C	C	C
Use Windows 3.1	C	C	C	C	C
Use Windows 95	C	C	C	C	C
Use Windows 98	C	C	C	C	C
Use WordPerfect 6.0	C	C	C	C	C
Use WordPerfect 6.1	C	C	C	C	C
Use WordPerfect 7.0	C	C	C	C	C

Start

Novel-Driven Application

Document Done

Use Skills Match Home

Control Panel

Use List Hierarchy and Search

10:00:00

11:53 AM

FIGURE 21

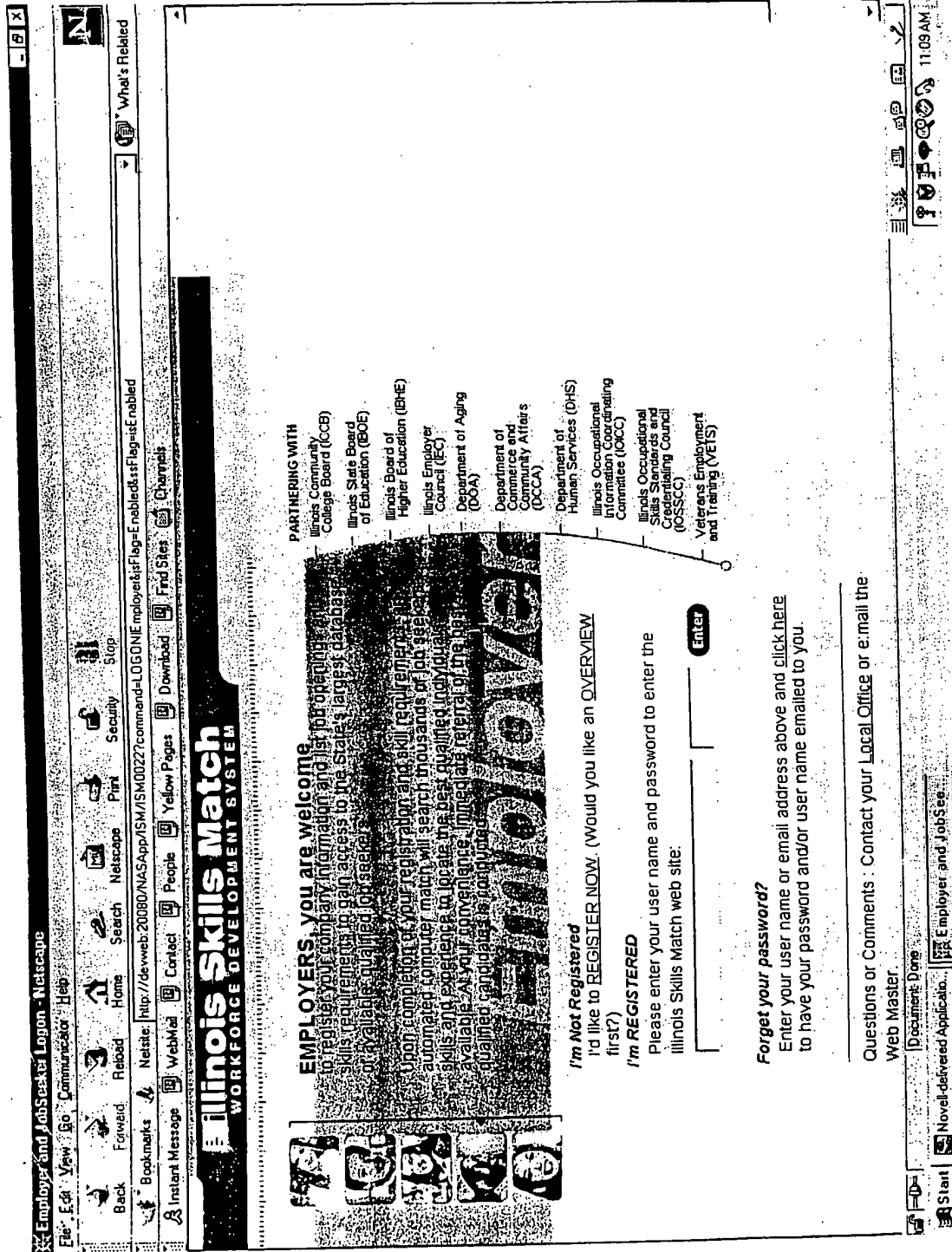


FIGURE 22

Attorney Docket No.: 5246 P 003

Inventors: Seiler et al.

Title: Method and System for Information

Communication Between Potential Positionees and
Positioners

Mailed: July 31, 2001

23 of 60 sheets

Employer Contact Request for Registration - Netscape

Incomplete registrations cannot be processed. Required fields are marked with an asterisk ().*

Please fill out your Company Information

* Company Name:

FEIN:

UI Acct Number:

Company Type: Private Sector

Please fill out your Contact Information

Salutation:

* First Name: MI: * Last Name:

Suffix:

* Email:

(You must have an Email address to use the system. Email accounts are generally available for free on the Internet. Employers without Email accounts must contact their Local IETC Office.)

* Address 1:

Address 2:

* City:

* State: Illinois

* County:

* Phone:

Fax:

Department:

Job Title:

* Password: (Password must be 5 to 15 characters long.)

* Confirm: (Please re-type your password exactly as you entered it above.)

Submit

Document Done

Novell-delivered Application

Illinois Skills Match Home

Employer Contact Re

Start

11:10 AM

FIGURE 23

Job Order - Netpage

Job Info Worksite Info Contact Info Extra Profile Status: Worksheet Employer: Jobs R' Us

Job Order ID: _____

Job Information

* Job Title? _____
Description and Duties:
(Optional, up to 255 characters) _____

Tracking Identifier? _____
(Use this to help track Job Orders if you use another HR Trading System.)

Num. of Openings? 1

* Hours Per Week? 36-40

Duration of Work? On-Going

Shifts Available? ☒ Days ☐ Afternoons ☐ Nights ☐ Rotating ☐ Split

Type of Work? ☒ Full Time ☐ Part Time

☒ Minimum Level of Education Required? High School Diploma or GED

Salary Information

* Salary Range Job Seekers will view: _____ Per Hour

☒ Match Job Seekers who will work for less than: _____

Benefits Offered for Position
(The benefits selected below will be displayed to the Job Seeker. They are solely informational and are not a component of the match.)

☐ Dental ☐ Dependent Care
☐ Life ☐ Long Term Disability
☐ Medical ☐ Paid Vacation
☐ Pension ☐ Pet Care
☐ Profit Sharing ☐ Short Term Disability

Additional Job Information
(You may enter additional benefits offered or any marketing publicity about your company.) _____

Job Posting Status

Put this Job Order on Hold Until: _____ (MM/DD/YYYY)

Permanently 'Close' this Job Order Now: ☐ (Once the Job Order is 'Closed', it CANNOT be reopened.)

* Date this Job Order should be Closed? 10/09/2000 (MM/DD/YYYY)

Document Done

Novel-delivered Application

Job Order - Netpage

Staff Home - Netpage

Control Panel

10/09/2000 11:21AM

FIGURE 24

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[Logoff] [Home] [Find Local Office] [Help]

[Job Order List]

[Return To Previous] [Save] [Trial Match] [Printable Job Order]

Worksite Zip Code is required.

Worksite City is required.

Worksite Address is required.

Please enter between 4 and 40 characters for Salary Range

Job Info Worksite Info Contact Info Skills Profile

Job Order ID: Status: Worksheet Employer: Registration Pending

Worksite Information for Job Order

(Fill out the fields below stating the actual address of the worksite where the job will be performed.)

* Location

Address1:

Address2:

* City:

* State:

* County:

ZIP Code:

* Is the job accessible by Public Transportation? ☐ Yes ☒ No (Displayed for informational purposes only)

* Show Job Seekers a map to the Worksite above? ☐ Yes ☒ No

Save and Continue

Return To Top

Matching/Required - Used in Matching Job Seekers and Job Orders

* Required - This information must be entered

Confidential - This information is kept confidential

Help Book - Provides field level help

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Questions or Comments regarding Illinois Skills Match or I.D.E.S? Email the System Administrator

Figure 25

Attorney Docket No.: 5246 P 003
Inventors: Seiler et al.
Title: Method and System for Information
Communication Between Potential Positionees and
Positioners
Mailed: July 31, 2001 26 of 60 sheets

Job Order - Netscape

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

Logoff Home Find Local Office Help

Job Order List Search Job Orders Preview Job Order

Cancel Save Trial Match

Job Info

Workshop Info

Contact Info

Skills Profile

Job Order ID:

Steps: Worksheet

Employer: Jobs R Us

If a Job Seeker is interested in this Job Order, what would you like them to see?

☐ 1) Show the Job Seeker my Contact Information (checked information will be shown to the Job Seeker)

☐ Tara Johansen

☐ Jobs R Us

☐ 7518 W 98th St, Bridgeview, IL 60605

☐ Phone: (708)233-9100

☐ Email: tjohansen@arac.com

☐ 2) Show the Job Seeker these Special Contact Instructions

If you are interested in a Job Seeker, what would you like the system to send them?

☐ 1) Send the Job Seeker the following information (checked information will be sent to the Job Seeker)

☐ Tara Johansen

☐ Jobs R Us

☐ 7518 W 98th St, Bridgeview, IL 60605

☐ Phone: (708)233-9100

☐ Email: tjohansen@arac.com

☐ 2) Send these Special Instructions

After I post my Job Order:

☐ notify me daily of new matching Job Seekers.

☐ send me the resumes of Job Seekers who have indicated interest in this Job Order

Document Date

Nov 28 11:25 AM

Nov 28 11:25 AM

Job Order - Netscape

Cancel Panel

FIGURE 26

Attorney Docket No.: 5246 P 003
 Inventors: Seiler et al.
 Title: Method and System for Information
 Communication Between Potential Positionees and
 Positioners
 Mailed: July 31, 2001 27 of 60 sheets

Illinois Skills Match
 WORKFORCE DEVELOPMENT SYSTEM

End Local Office (Help)
 Top Level (Go One Level) Search Skills (Skills Profile) (Print)

Administrative Assistants

Provide administrative support aiding executive in staff capacity by coordinating office services such as personnel, budget preparation, record control etc.

Office and Administrative Support Occupations >> Secretaries and Administrative Assistants >> Administrative Assistants

Please select the appropriate experience level for each skill below. If a skill does not apply, leave the value as 'None'. You may also use the 'Set Skills' button to set every skill on the page to the value shown.

Years of Experience	Set All Skills To A Specific Level: <input type="text" value="None"/>					Set Skills
	None	Training Only	Less than 1 year	1 - 3 years	3 - 5 years	
Advise or direct budget preparation	C	C	C	C	More than 5 years	C
Analyze or resolve operational problems	C	C	C	C	C	C
Assign or prepare work schedules, duties, tasks, or responsibilities	C	C	C	C	C	C
Compile or maintain records	C	C	C	C	C	C
Explain basic office procedures and equipment	C	C	C	C	C	C
Maintain a filing system	C	C	C	C	C	C
Plan and coordinate conferences or events	C	C	C	C	C	C
Read and answer correspondence	C	C	C	C	C	C
Recommend measures to improve efficiency	C	C	C	C	C	C
Supervise or coordinate personnel	C	C	C	C	C	C
Use AS-400	C	C	C	C	C	C
Use database software	C	C	C	C	C	C
Use Excel software	C	C	C	C	C	C
Use Lotus 123 software	C	C	C	C	C	C
Use Microsoft Access	C	C	C	C	C	C
Use Microsoft Office software	C	C	C	C	C	C
Use OS/2	C	C	C	C	C	C
Use Paradox software	C	C	C	C	C	C
Use Quark software	C	C	C	C	C	C
Use Quattro Pro software	C	C	C	C	C	C
Use Quicken software	C	C	C	C	C	C
Use spreadsheet PC software	C	C	C	C	C	C
Use Windows 3.1	C	C	C	C	C	C
Use Windows 95	C	C	C	C	C	C
Use Windows 98	C	C	C	C	C	C
Use WordPerfect 6.0	C	C	C	C	C	C
Use WordPerfect 6.1	C	C	C	C	C	C
Use WordPerfect 7.0	C	C	C	C	C	C

Document Done
 Novelserved Application Illinois Skills Match Home Control Panel List Hierarchy and Skills
 11:53 AM

FIGURE 27

Attorney Docket No.: 5246 P 003

Inventors: Seiler et al.

Title: Method and System for Information
Communication Between Potential Positionees and
Positioners

Mailed: July 31, 2001

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Illinois Skills Match
WORKFORCE DEVELOPMENT SYSTEM

Top Level [Up One Level] Search Skills [Skills Profile] [Print]

Administrative Assistants

Provide administrative support aiding executive in staff capacity by coordinating office services such as personnel, budget preparation, record control etc.

Office and Administrative Support Occupations >> Secretaries and Administrative Assistants >> Administrative Assistants

Please select the appropriate experience level for each skill below. If a skill does not apply leave the value as 'None'. You may also use the 'Set Skills' button to set every skill on the page to the value shown.

Years of Experience	Set All Skills To A Specific Level: <input type="text" value="None"/> Set Skills				
	None	Less than 1 year	1 - 3 years	3 - 5 years	More than 5 years
Advise or direct budget preparation	C	C	C	C	C
Analyze or resolve operational problems	C	C	C	C	C
Assign or prepare work schedules, duties, tasks, or responsibilities	C	C	C	C	C
Compile or maintain records	C	C	C	C	C
Explain basic office procedures and equipment	C	C	C	C	C
Maintain a filing system	C	C	C	C	C
Plan and coordinate conferences or events	C	C	C	C	C
Read and answer correspondence	C	C	C	C	C
Recommend measures to improve efficiency	C	C	C	C	C
Supervise or coordinate personnel	C	C	C	C	C
Use AS-400	C	C	C	C	C
Use database software	C	C	C	C	C
Use Excel software	C	C	C	C	C
Use Lotus 123 software	C	C	C	C	C
Use Microsoft Access	C	C	C	C	C
Use Microsoft Office software	C	C	C	C	C
Use OS/2	C	C	C	C	C
Use Paradox software	C	C	C	C	C
Use Quark software	C	C	C	C	C
Use Quattro Pro software	C	C	C	C	C
Use Quicken software	C	C	C	C	C
Use spreadsheet PC software	C	C	C	C	C
Use Windows 3.1	C	C	C	C	C
Use Windows 95	C	C	C	C	C
Use Windows 98	C	C	C	C	C
Use WordPerfect 6.0	C	C	C	C	C
Use WordPerfect 6.1	C	C	C	C	C
Use WordPerfect 7.0	C	C	C	C	C

Document Done
Novel delivered Application
List Hierarchy and Skills
Control Panel
Start
11:53 AM

FIGURE 28

Attorney Docket No.: 5246 P 003

Inventors: Seiler et al.

Title: Method and System for Information

Communication Between Potential Positionees and

Positioners

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Qualified Candidates - Netscape

Illinois Skills Match
WORKFORCE DEVELOPMENT SYSTEM

(Logout) (Home) (Find Local Office) (Help)
(Recruiting Action List) (Job Order List) (Return to Job Order)
(Refresh) (Next Page) (Select ALL) (Refer Selected Candidates)

Qualified Candidate List

98 qualified candidates found

Page 1 of 4

Id	Nice Skills	Date Viewed	Date Matched	Rank
156378	0	07/06/2000	06/15/2000	3
12307	0	06/16/2000	06/15/2000	4
154052	0	06/16/2000	06/15/2000	4
4106	0	06/16/2000	06/15/2000	4
98187	0	06/16/2000	06/15/2000	4
121199	0	06/16/2000	06/15/2000	4
82116	0	06/16/2000	06/15/2000	4
118549	0	06/16/2000	06/15/2000	4
14283	0	06/16/2000	06/15/2000	4
99622	0	06/16/2000	06/15/2000	4
92624	0	06/16/2000	06/15/2000	4
114861	0	06/16/2000	06/15/2000	4
118552	0	06/16/2000	06/15/2000	4
101135	0	06/16/2000	06/15/2000	4
162069	0	06/16/2000	06/15/2000	4
35725	0	06/16/2000	06/15/2000	4
138349	0	06/16/2000	06/15/2000	4
40245	0	06/16/2000	06/15/2000	4
3286	0	06/16/2000	06/15/2000	4
132325	0	06/16/2000	06/15/2000	4
96567	0	06/16/2000	06/15/2000	4
164146	0	06/16/2000	06/15/2000	4
74084	0	06/16/2000	06/15/2000	4
101101	0	06/16/2000	06/15/2000	4
14178	0	06/16/2000	06/15/2000	4

(Refresh) (Next Page) (Select ALL) (Refer Selected Candidates)

Matching Required - Used In Matching Job Seekers and Job Orders
Required - This information must be entered

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Confidential - This information is kept secure and confidential
Help Book - Provides field level help

Document Type: []
Novel-derived Application: []
Staff Home - Netscape
Qualified Candidates
Control Panel

11:36 AM

FIGURE 29

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Title: Method and System for Information
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Recruiting Actions List - Netscape

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[Logout](#) [Home](#) [Find Local Office](#) [Help](#)
[Job Order List](#) [Qualified Candidate List](#)
[Refresh](#) [Save](#)

Page 1 of 1

9 items found

Job Order ID: 3000208 Status: Posted Employer: Jobs 'R' Us

Recruiting Results

Job Seeker ID	Job Seeker Name	Source	Action Taken	Action Date	Updated By	Date
118549	Stephe Daniels	Employer	Yes	07/11/2000		
156378	<withheld>	Employer	Yes	07/11/2000		
11974	Eva E Bariegas	Employer	Yes	06/14/2000		
8230	Santor Hoewitz	Employer	Yes	06/14/2000		
121841	<withheld>	Employer	No	06/14/2000		
52152	<withheld>	Employer	No	06/14/2000		
157498	<withheld>	Employer	No	06/14/2000		
162804	<withheld>	Employer	No	06/14/2000		
85612	<withheld>	Employer	No	06/14/2000		

[Refresh](#) [Save](#)

Matching/Required - Used in Matching Job Seekers and Job Orders

Required - This information must be entered

Confidential - This information is kept secure and confidential

Help Book - Provides field level help

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Document Done

Novel-derived Pop-ups

Staff Home - Netscape

Recruiting Actions L

Control Panel

100%

11:39 AM

FIGURE 30

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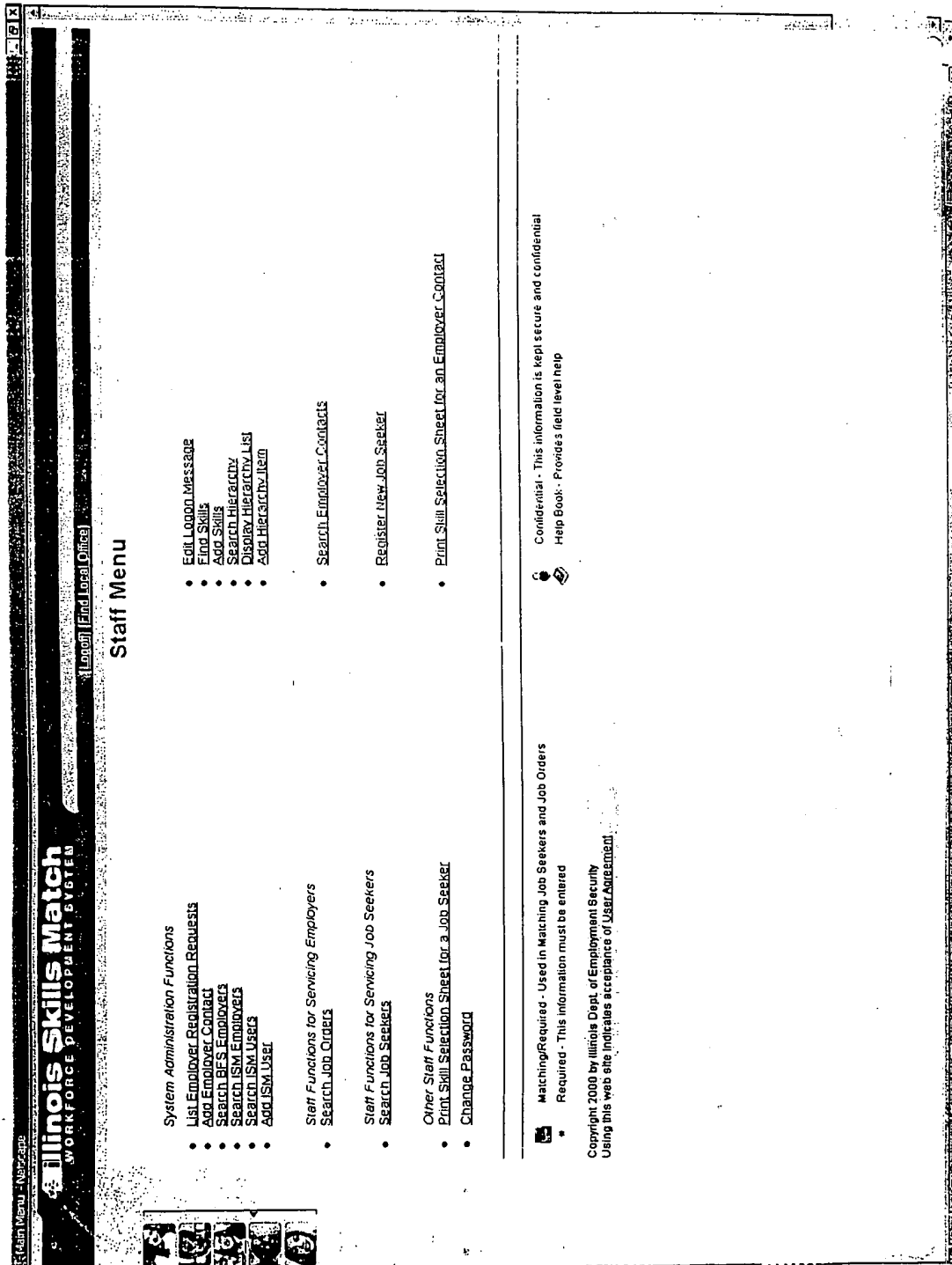


FIGURE 31

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Inventors: Seiler et al.
Title: Method & System for Information
Communication Between Potential Positionees and
Positioners
Mailed July 31, 2001 32 of 60 sheets

Illinois Skills Match
WORKFORCE DEVELOPMENT SYSTEM

[Job Order List](#) | [Search Job Orders](#) | [Preview Job Order](#) | [Qualified Candidate List](#) | [Recruiting Action List](#)

[Logout](#) | [Home](#) | [End Local Office](#) | [Help](#)

[Cancel](#) | [Save and Re-Post](#)

Job Info | Website Info | Contact Info | Skills Profile | Start Only

Job Order ID: 469 Status: Posted Employer: TCI Cable Partners of St. Louis LP

Owner (User Name): Prior to Use, Consult Policy and Procedures Section 4333

Special Programs

☐ DOC 7-B
☐ MANG
☐ TANF
☐ WOTC

☐ HTF
☐ NAFS
☐ Title I

☐ International Registry
☐ Sr. Comm. Svc Eplymt Pgm
☐ Title II

This Job Order Is:

Affirmative Action? ☐ Yes ☒ No

Communications

☒ Do not send the employer IMMEDIATE communications concerning matching candidates?

Notes (on job order or employer contact)

[Return to Top](#)

[Post Job Order](#)

Matching Required - Used in Matching Job Seekers and Job Orders
Required - This information must be entered

Confidential - This information is kept secure and confidential
Help Book - Provides field level help

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FIGURE 32

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 Positioners
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Search Job Orders - Ref: 14, 15

Illinois Skills Match
 WORKFORCE DEVELOPMENT SYSTEM

[Logout] [Home] [Find Local Offices] [Help]

[Search]

Search Job Orders

Please enter your search criteria. The resulting Job Order list matching your search criteria will then be displayed. All fields that have a "*" need to them will allow multiple entries separated by a comma (eg. 12, 14, 15)

+ Job Order ID: Worksite City: + County Code: Created By: Office: Special Program: Created Between:	Status: [Posted] Worksite State: [Illinois] + Worksite Zip Code: SOC Code: Partner: DHS IBHE IOBE ICCB IDCS Internet ORS SCSEP USDOL/VETS WIA Svc Pvd
---	---

[Search]

Matching/Required - Used in Matching Job Seekers and Job Orders
 Required - This information must be entered

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FIGURE 33

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 Communication Between Potential Positionees and
 Positioners
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Search Job Seeker Registrations - Netscape

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

(Logout) (Home) (Find Local Office) (Help) (Search)

Search Job Seekers

Please enter your search criteria in one or more of the search fields, then click on the **Search** button above. The resulting Job Seeker List matching your search criteria will then be displayed. All fields that have a (*) next to them allow multiple entries separated by a comma (e.g. 1, 2, 3, 4).

Age Range: to

First Name:

+User Name:

+County Code:

+Zip Code:

Status:

Created By:

+SOC Code:

Region:

Central
 Metro North
 Metro South
 Northern
 Northwest
 Southern

SSN: # 111-11-1111

Last Name:

Gender:

City:

State:

Phone: # (312) 555-5555

Last Updated By:

Case Manager:

Vet Status:

Office:

Partner:

Special Program:

Has not received: since # 12/31/1999

Registration Range: to # 12/31/1999

Return To Top

(Search)

Matching/Required - Used in Matching Job Seekers and Job Orders
 * Required - This information must be entered

Confidential - This information is kept secure and confidential
 Help Book - Provides field level help

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FIGURE 34

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Add a Service for an Employer Contact - New Page

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

Logout | Home | End Local Office | Help

Save & Add Another Service | Save & Return to Previous Page | Cancel & Return to Previous Page

Add a Service for an Employer Contact

Enter the necessary fields. Fields with an asterisk (*) are required fields. When finished click 'Save and Return to Previous Page' to save the new service. If you would like to add another service for this employer contact, click 'Save and Add another Service' in order to stay on this screen. If you do not want to add the current service click 'Cancel and Return to Previous Page'.

Employer Contact:
Start Member:
IETC Partner:
IETC:

John Walsworth
Andy ASulter
DES
0055

* Service Date:

07/21/2000

* Type of Service:

Comments:

Matching Required - Used in Matching Job Seekers and Job Orders
Required - This information must be entered
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Save & Add Another Service | Save & Return to

Apprenticeship Program
Bonding Program
Career Infonet, Americas Talent Bank, Americas Job Bank
Customized Training
EDWAAWARN Meetings
Field Visits
Labor Market Information (LMI)
Mandatory Posters
Media Request
Occupational Assessment
Onsite Employer Contact
Referrals to Other Workforce/Economic Development Agencies
Referrals to Other Governmental Agencies
Revenue Account Information
Speaker Services
Specialized Recruitment
Tax Credit Programs
Technical Assistance

FIGURE 35

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USK Job Seeker Home Page - Landscape

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

(Logout) (Home) (Find Local Office) (Help)

(Previous Registration) (Cancel) (Save) (Match Me To Jobs) (Save) (Don't Match Me To Jobs)

General Info Work Pref Work History Education Skills Profile Self Only

Please fill in all required fields indicated by either an asterisk (*) or a puzzle (?).

Transportation Information

☒ I am willing to travel within miles of the zip code.

Work Information (check all boxes that apply)

work are you seeking? ☒ On-Going ☐ Temporary
 work are you seeking? ☒ Full Time ☐ Part Time
 are you available to work? ☒ Days ☐ Evenings
☐ Rotating ☐ Split ☐ Nights

jobs that pay less than: Per Hour Per Day

☒ Do not ☐ No Limit

Continue **Return To Top**

Matching/Required - Used in Matching Job Seekers and Job Orders
 * **Required - This information must be entered**

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Confidential - This information is kept secure and confidential
 Help Book - Provides field level help

FIGURE 36

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Qualified Candidates - Netscape

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

(Logout) (Home) (Find Local Office) (Help)
 (Register) (Action List) (Job Order List) (Return to Job Order)
 (Refresh) (Next Page) (Select All) (Refer Selected Candidates)

Qualified Candidate List

98 qualified candidates found Page 1 of 4

Id	Nice Skills	Date Viewed	Date Matched	Rank
156378	0	07/06/2000	06/15/2000	3
12307	0	06/16/2000	06/15/2000	4
164052	0	06/16/2000	06/15/2000	4
4106	0	06/16/2000	06/15/2000	
98187	0	06/16/2000	06/15/2000	
121199	0	06/16/2000	06/15/2000	
82116	0	06/16/2000	06/15/2000	
118549	0	06/16/2000	06/15/2000	
14285	0	06/16/2000	06/15/2000	
99622	0	06/16/2000	06/15/2000	
92644	0	06/16/2000	06/15/2000	
114861	0	06/16/2000	06/15/2000	
118552	0	06/16/2000	06/15/2000	
101135	0	06/16/2000	06/15/2000	
162069	0	06/16/2000	06/15/2000	
35725	0	06/16/2000	06/15/2000	
138249	0	06/16/2000	06/15/2000	
40245	0	06/16/2000	06/15/2000	
3286	0	06/16/2000	06/15/2000	
132322	0	06/16/2000	06/15/2000	
96567	0	06/16/2000	06/15/2000	
164146	0	06/16/2000	06/15/2000	
74084	0	06/16/2000	06/15/2000	
101101	0	06/16/2000	06/15/2000	
14178	0	07/06/2000	06/15/2000	

(Refresh) (Next Page) (Select All) (Refer Selected Candidates)

Matching Required - Used in Matching Job Seekers and Job Orders
 Required - This information must be entered

Confidential - This information is kept secure and confidential
 Help Book - Provides field level help

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Document Type
 Novelty-driven Application
 Staff Home - Netscape
 Qualified Candidates
 Control Panel

11:35 AM

FIGURE 37

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Title: Method & System for Information
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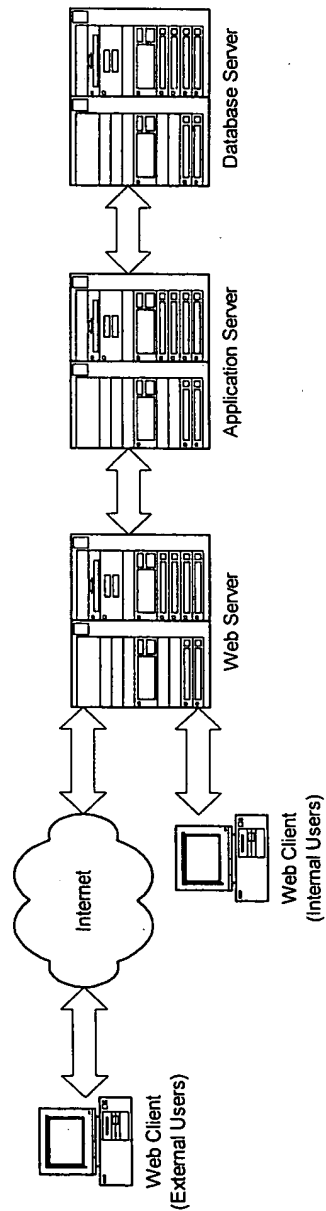


Figure 38

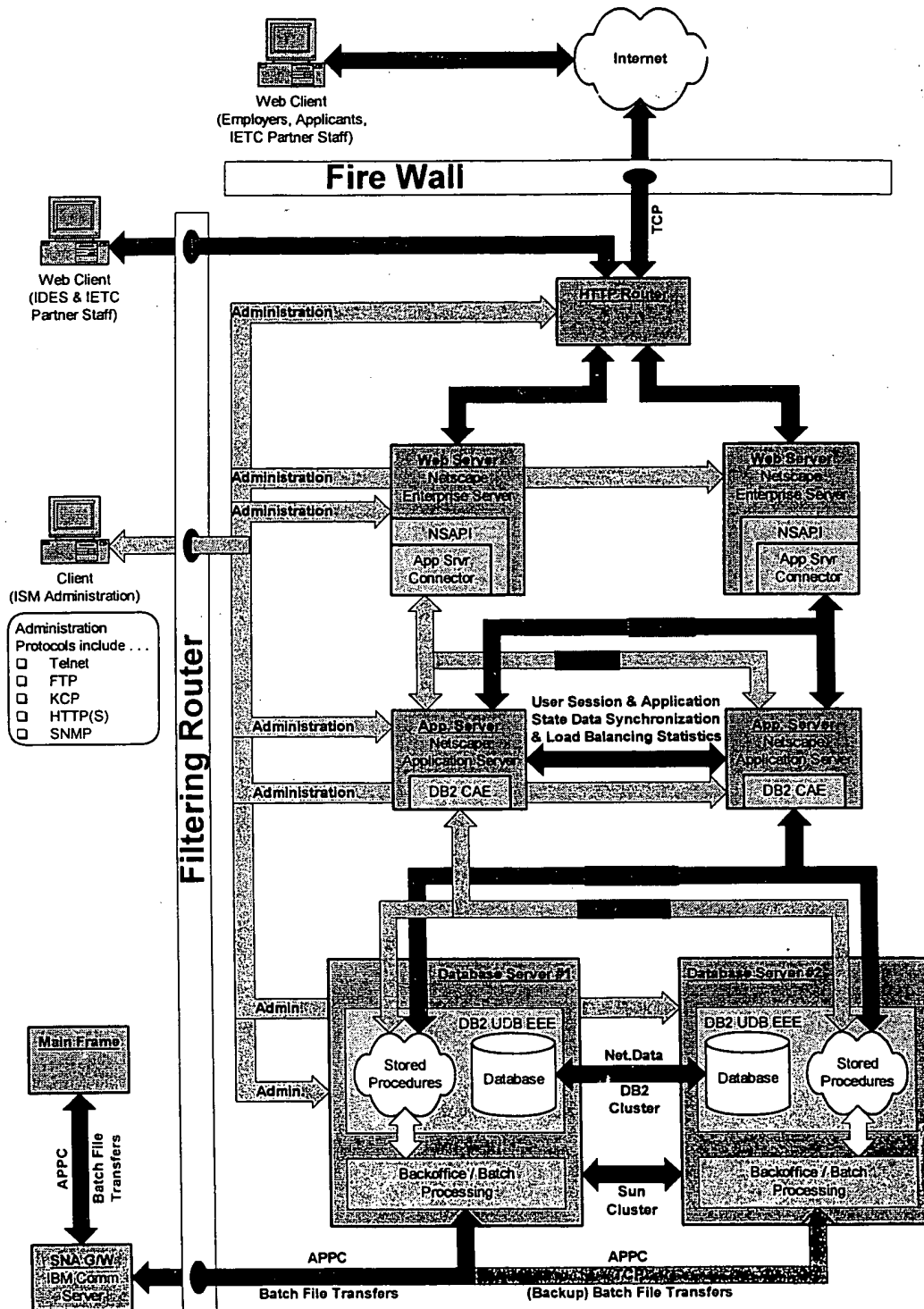


Figure 39

Attorney Docket No.: 5246 P 003
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 Communication Between Potential Positionees and
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Attorney Docket No.: 5246 P 003
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 Title: Method & System for Information
 Communication Between Potential Positionees and
 Positioners
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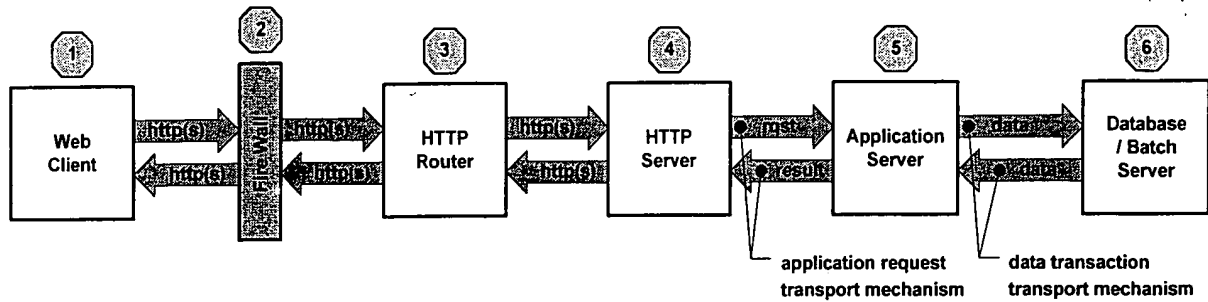


Figure 40

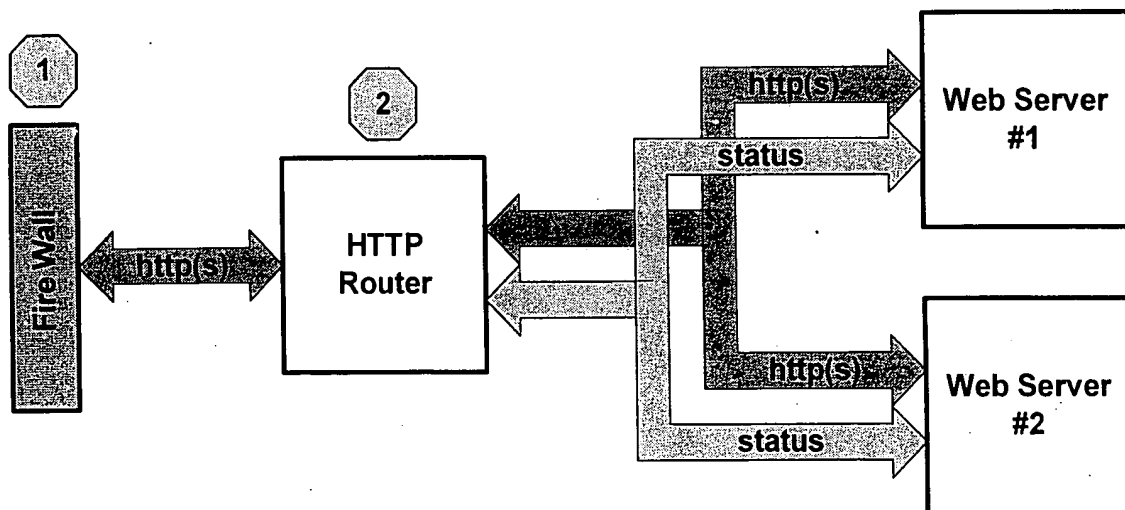


Figure 41

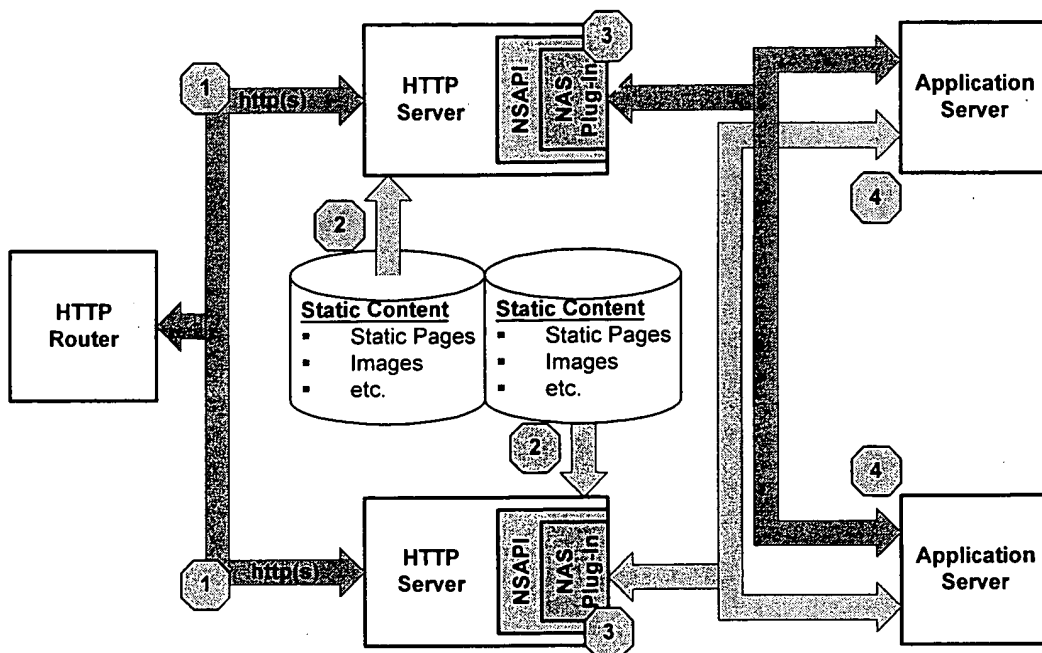


Figure 42

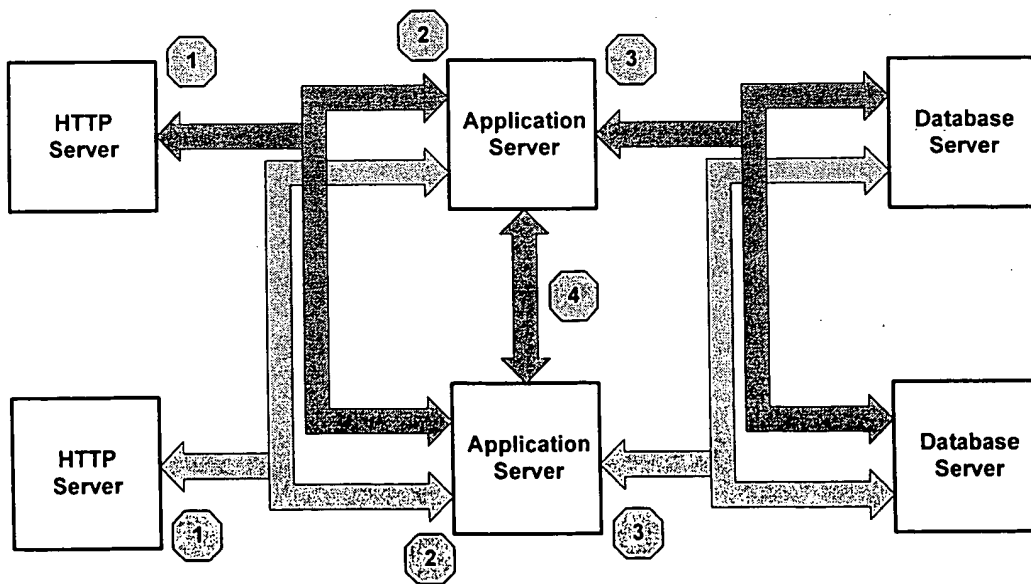


Figure 43

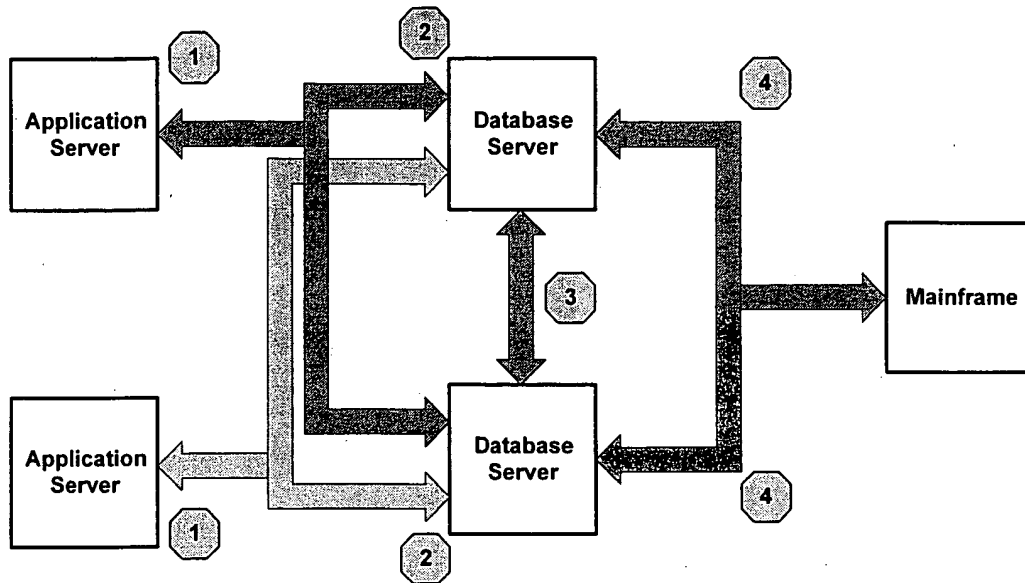


Figure 44

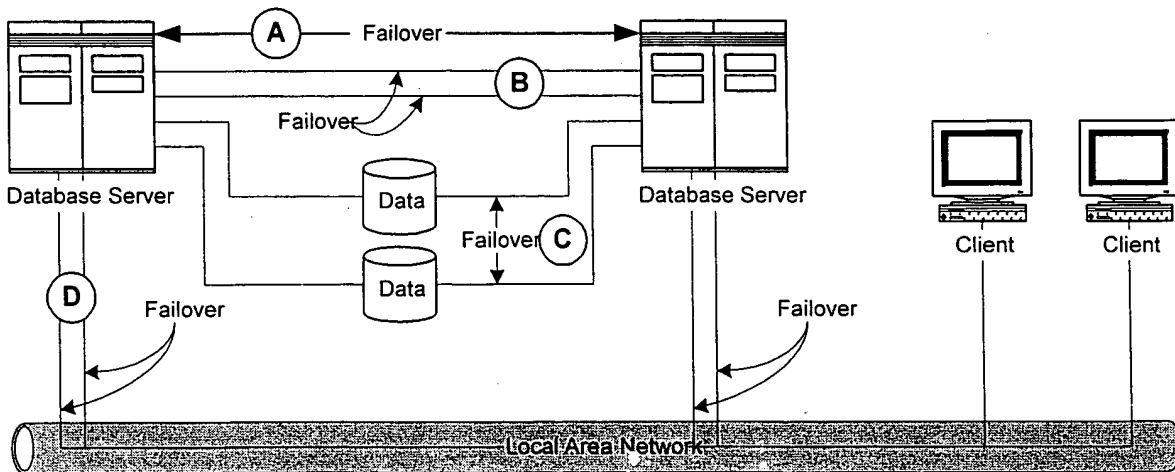


Figure 45

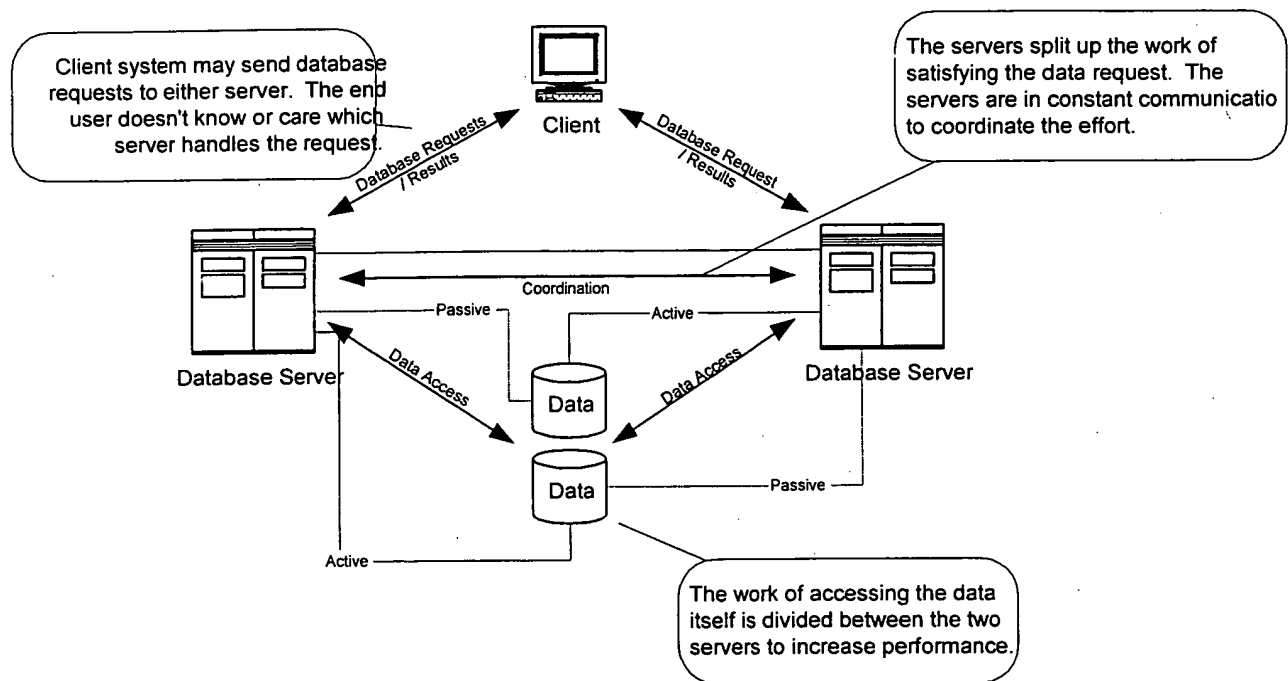


Figure 46

099 0594 051602

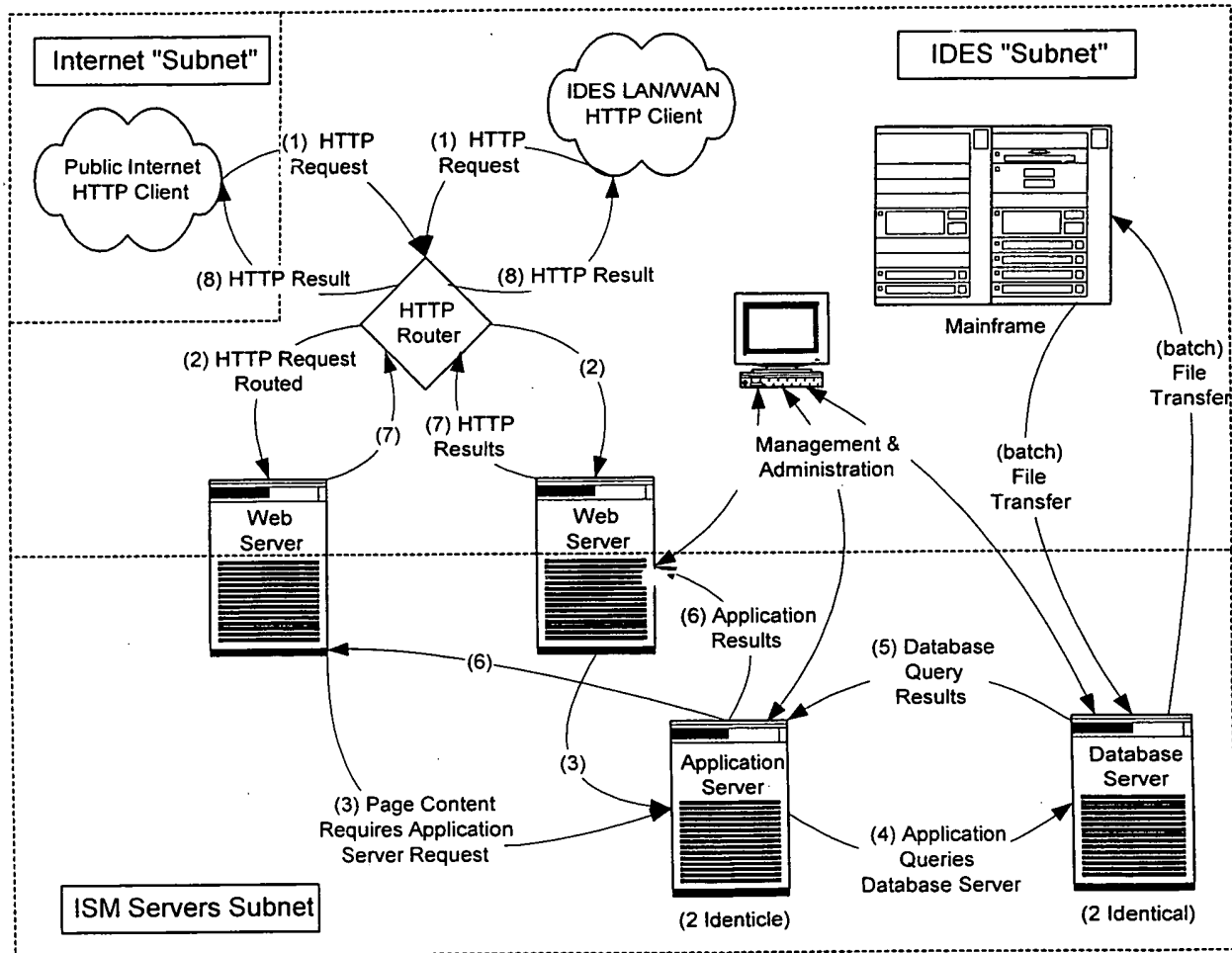


Figure 47

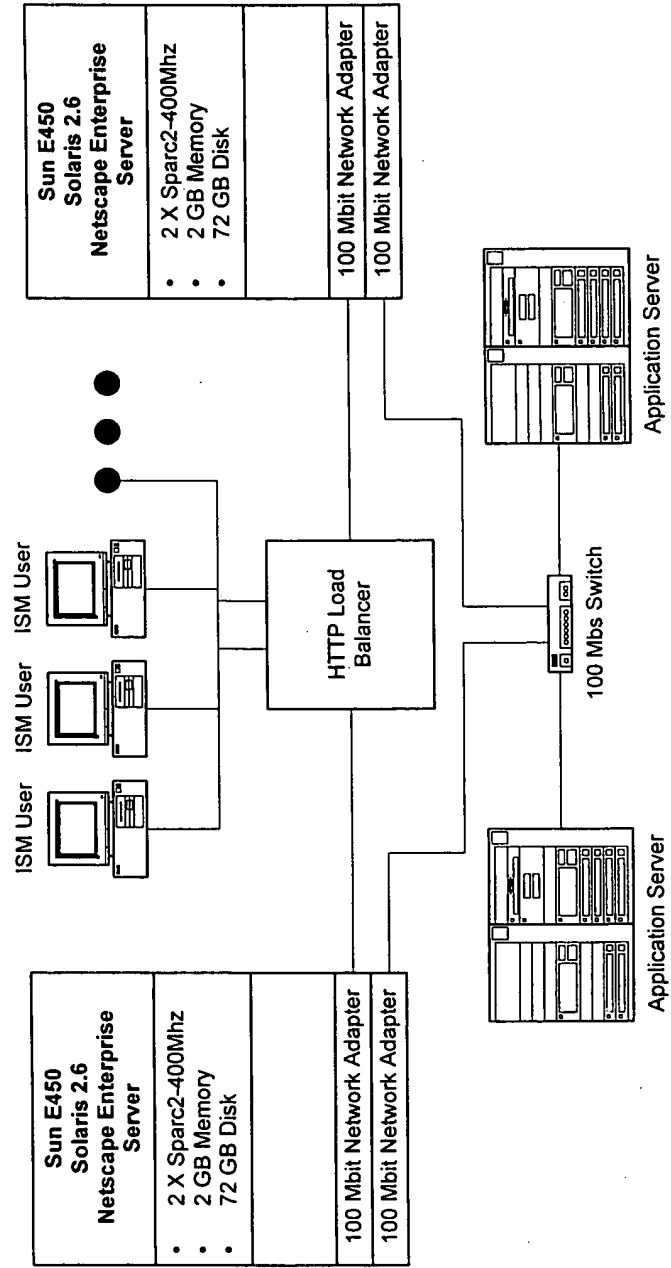


Figure 48

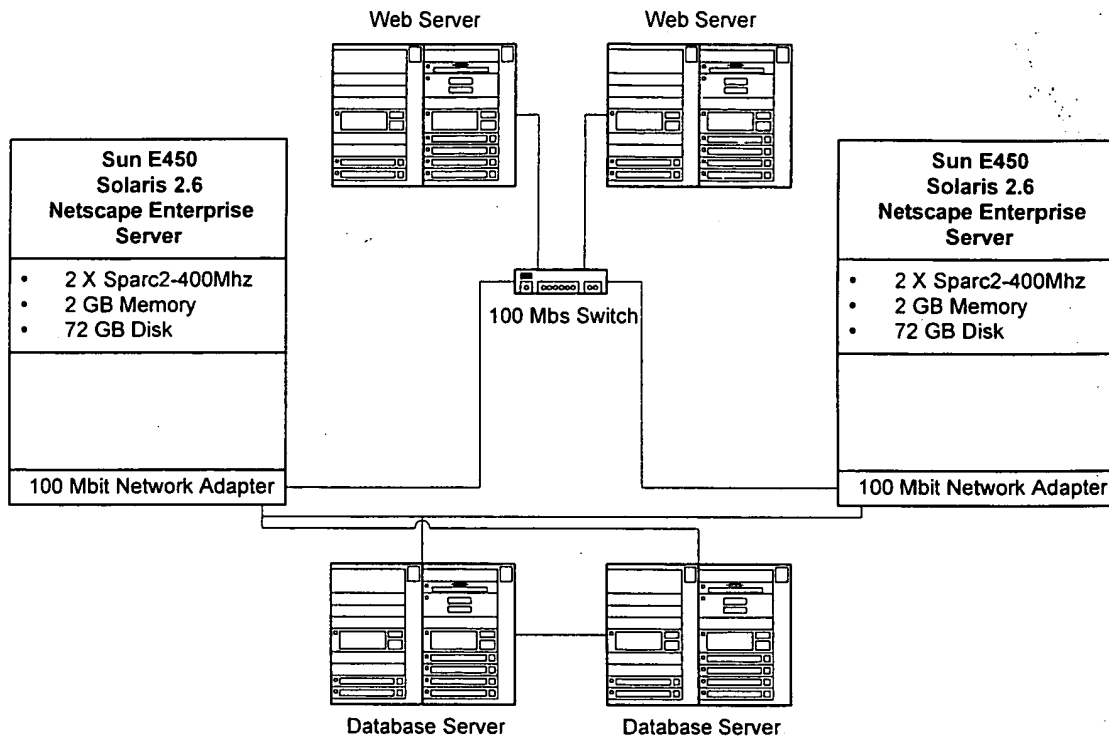


Figure 49

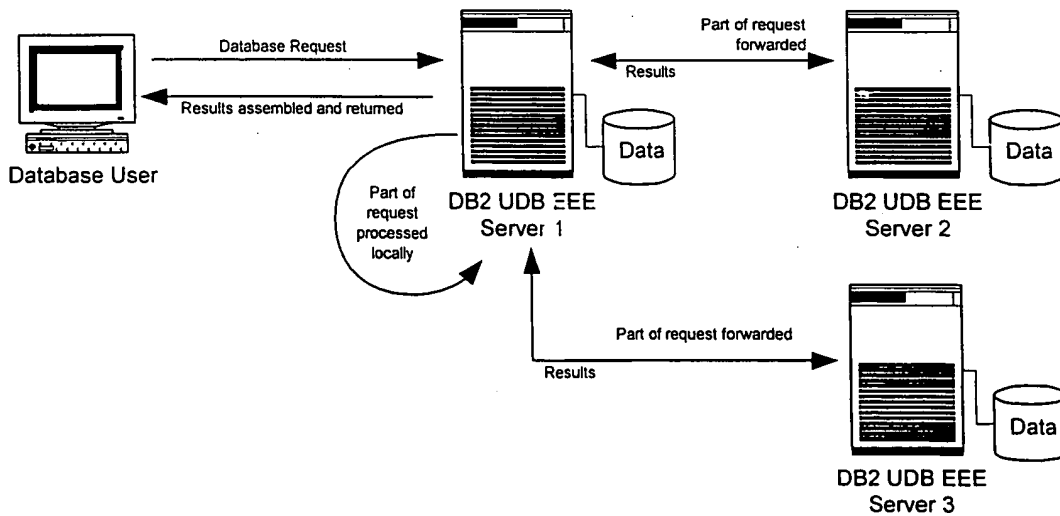


Figure 50

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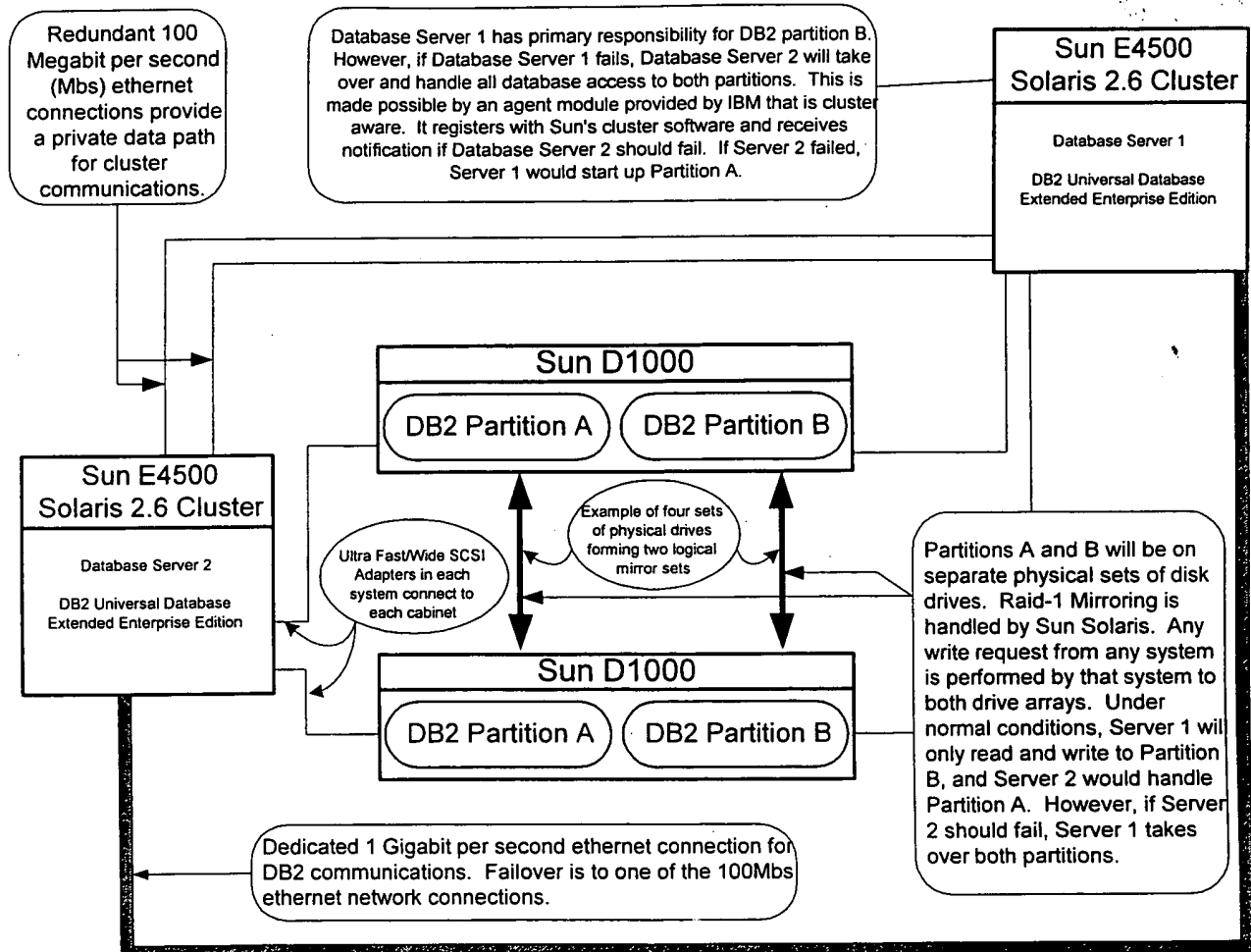


Figure 51

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Attorney Docket No.: 5246 P 003
Inventors: Seiler et al.
Title: Method & System for Information
Communication Between Potential Positionees and
Positioners
Mailed July 31, 2001 53 of 60 sheets

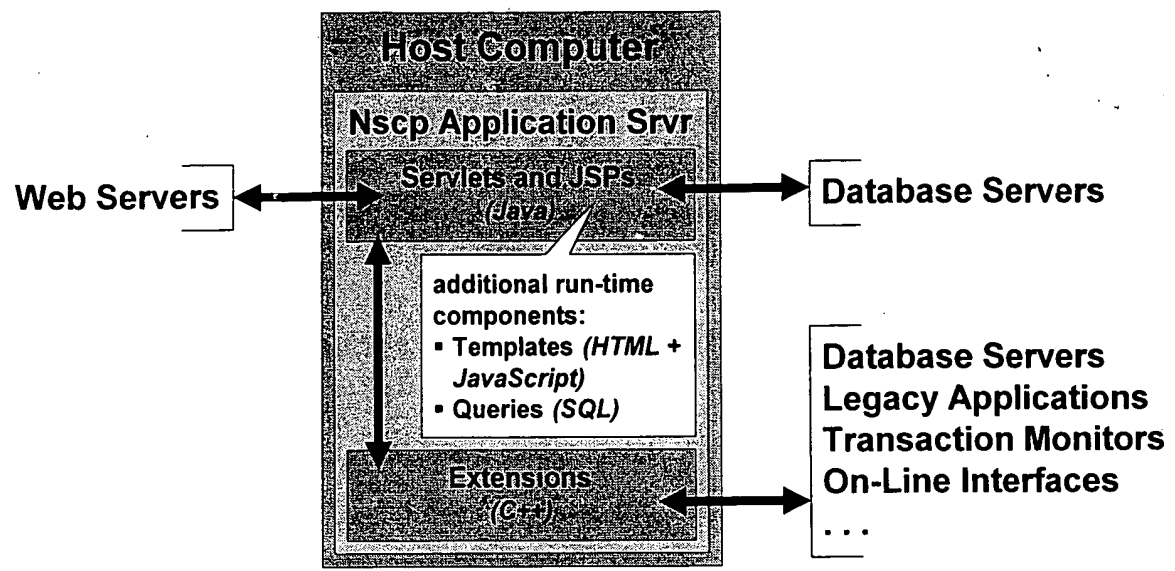


Figure 52

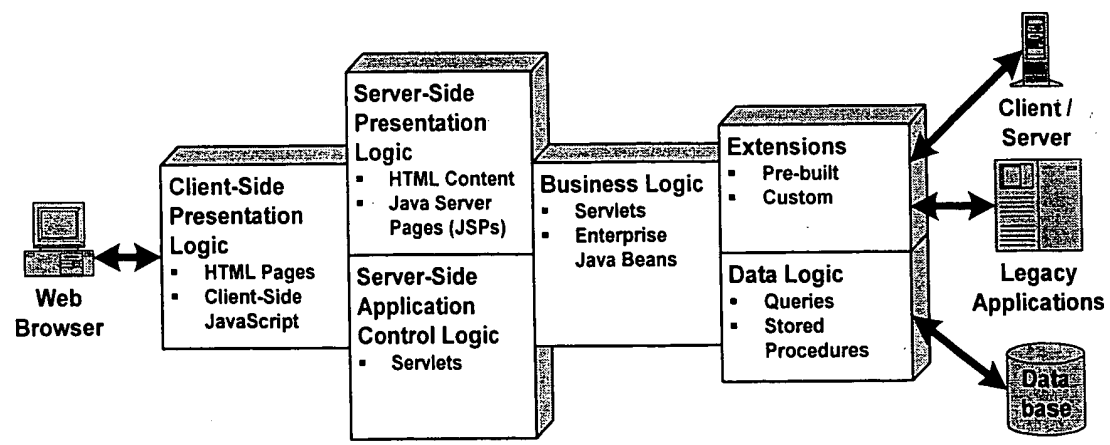


Figure 53

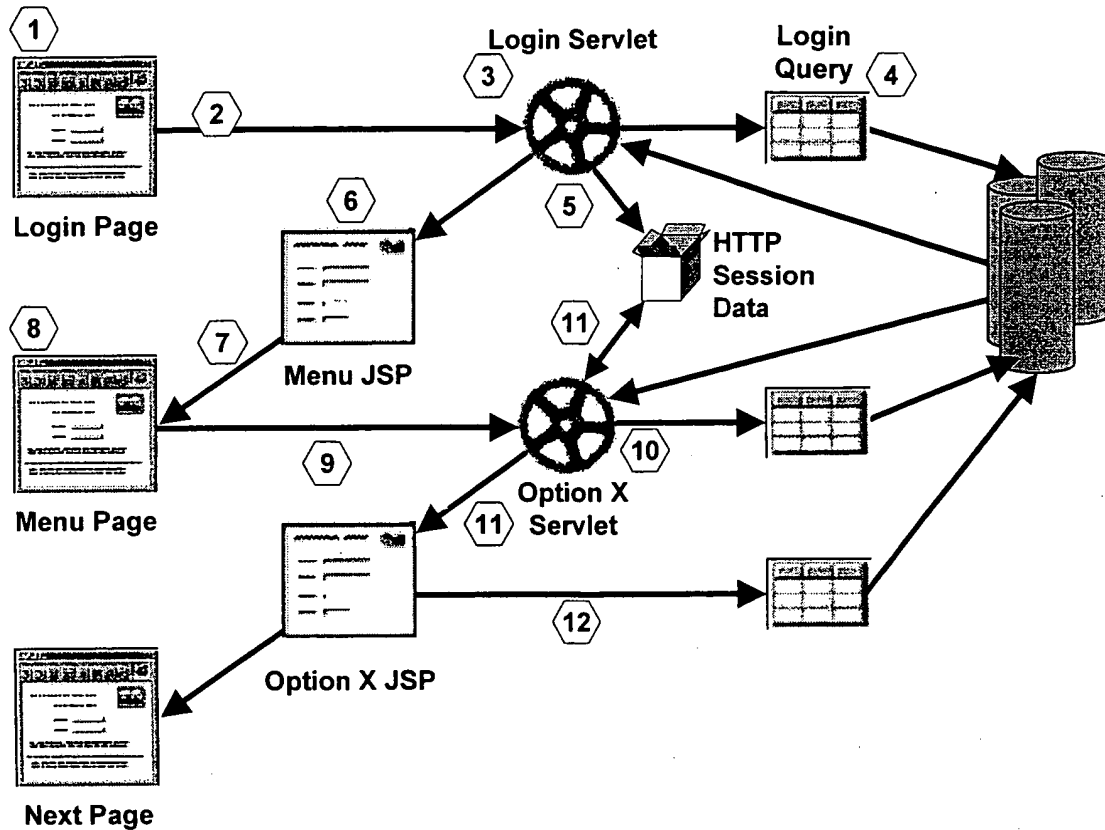


Figure 54

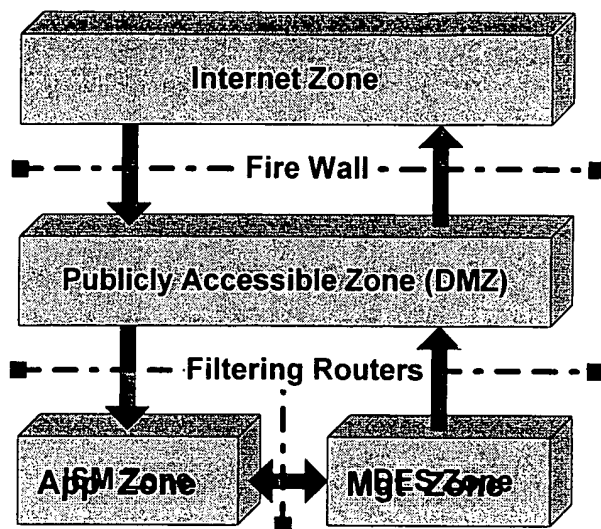


Figure 55

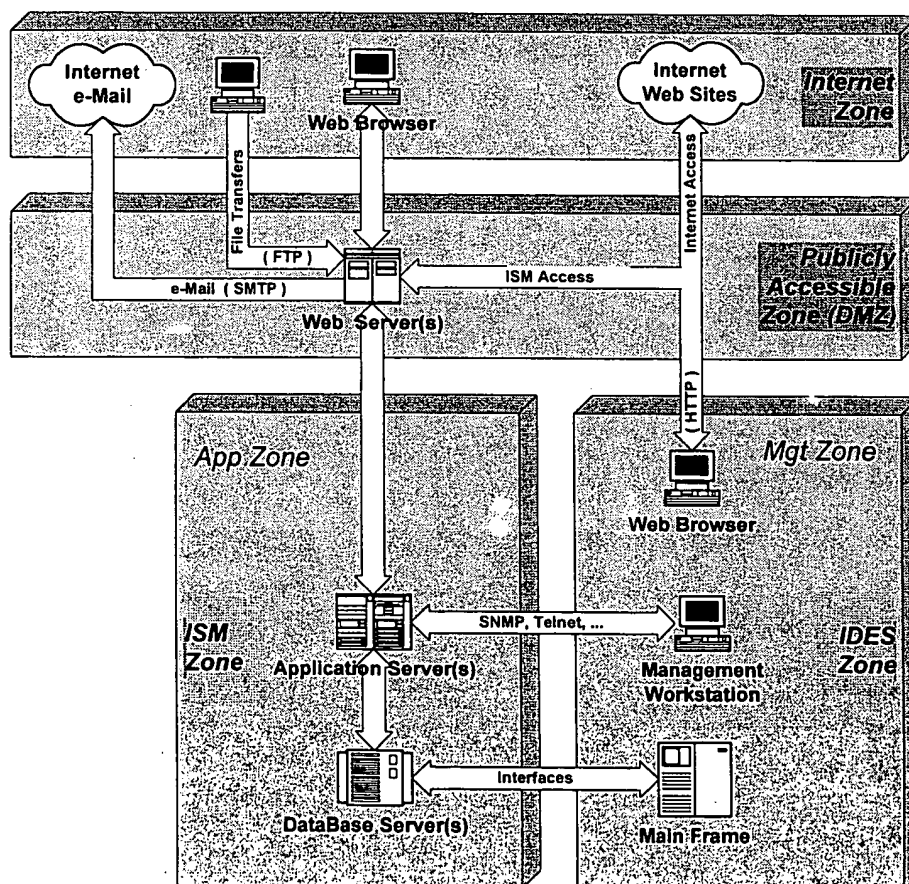


Figure 56





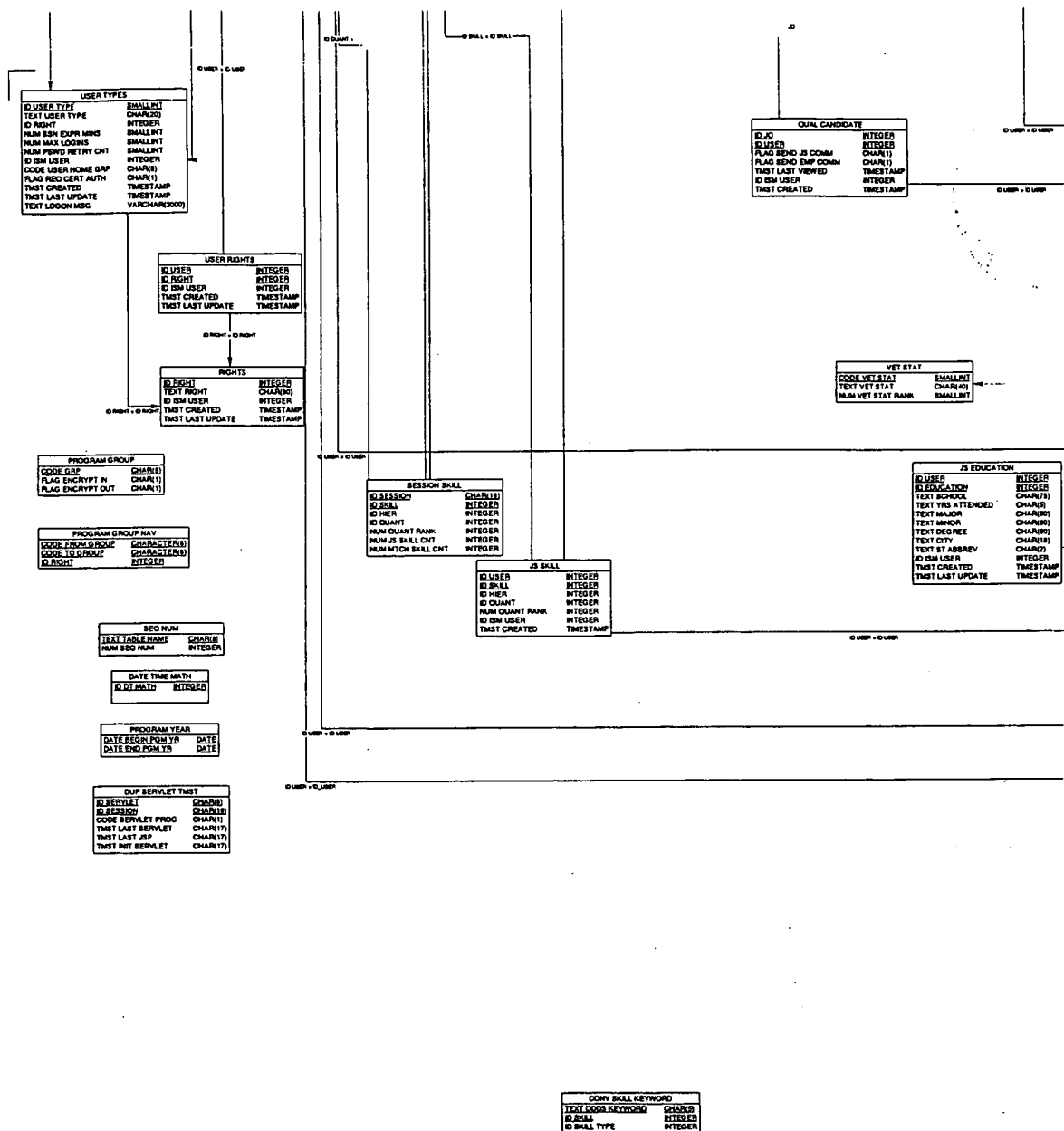


Figure 59

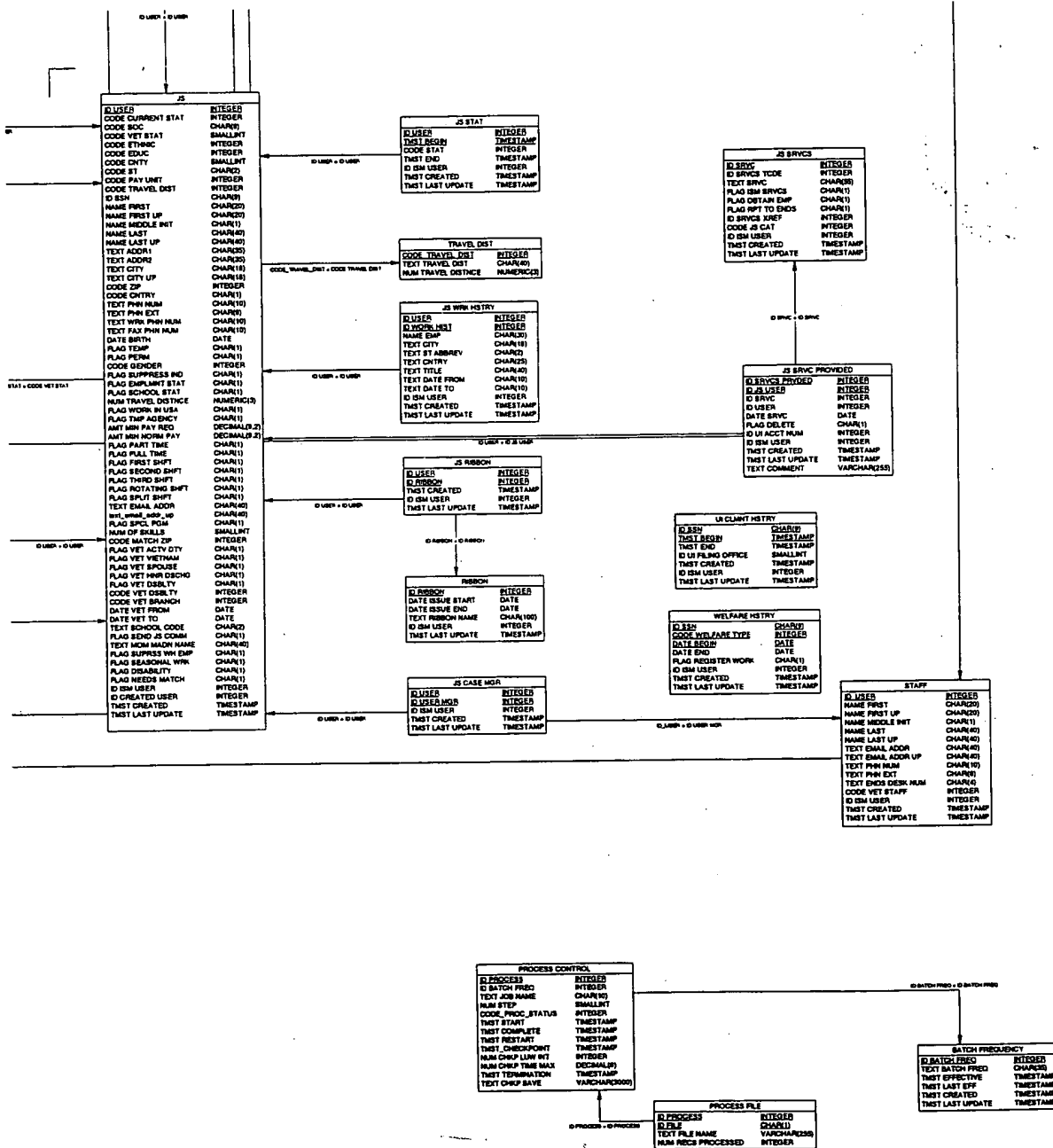


Figure 60